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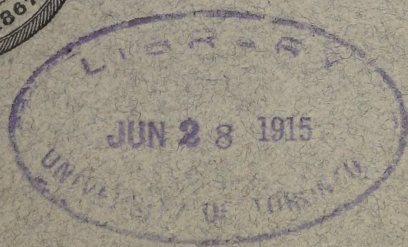
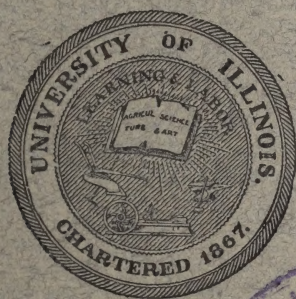


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STATE DOCUMENTS FOR LIBRARIES

BY


ERNEST J. REECE



PUBLISHED BY
THE UNIVERSITY OF ILLINOIS
URBANA

PRICE, SEVENTY-FIVE CENTS





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STATE DOCUMENTS FOR LIBRARIES

BY

ERNEST J. REECE

INSTRUCTOR IN THE UNIVERSITY OF ILLINOIS
LIBRARY SCHOOL



PUBLISHED BY
THE UNIVERSITY OF ILLINOIS
URBANA

1915

STATE DOCUMENTS FOR LIBRARIES

TABLE 1



THE UNIVERSITY OF NORTH CAROLINA

LIBRARY

1900

PREFACE

The official literature of the states of the American union constitutes a body of material which may be of great value to libraries. Its use has been seriously hampered by the lack of uniformity which characterizes our state governments and their activities. Without attempting to resolve the complexities of political organization it is believed that the presenting of certain facts and data will lessen the confusion surrounding state affairs and make more accessible the records, statistics and knowledge contained in state documents.

The pages that follow aim to define the scope and form of state documents, to suggest their value to libraries, to indicate the manner in which they may best be treated, and to throw light on the methods of securing them. The book is designed as a guide rather than as a check-list or a list of document serials, altho representative lists of a few important series and titles which occur in practically all of the states are included. The law compilations are given because they are the most valuable single titles and are likely in most cases to remain standard for considerable time; the blue books appear because they are the most important serial publications and because each deserves a place among the general almanacs and reference books in the libraries of its state; the reports of education departments are included simply as illustrating the degree of uniformity likely to be found among the publications of departments which have a general correspondence in function.

The present work has grown out of a course in state documents given in the senior year at the University of Illinois Library School, the writer having felt that such parts of this course as could be put into printed form might be of value to librarians as well as to students. The descriptions, lists, and bibliographies are based chiefly on the collections in the University of Illinois Library.

The term *document* as employed here includes all official literature which is printed and published by or for a state, or of which an edition is bought by a state for distribution. It thus excludes manuscripts and archives, and ignores the distinctions which might arise were the various plans and systems of publication to be considered.

For information concerning the issue and distribution of docu-

ments the author is indebted to state librarians and other persons in many states, and in particular to Mr. W. R. Reinick of Philadelphia. Acknowledgments are due also to Mr. J. B. Kaiser, librarian of the Tacoma Public Library, for suggestions concerning the outline of the work; and to various members of the faculty and library staff of the University of Illinois for valuable assistance in its preparation.

ERNEST J. REECE.

Urbana, Illinois, May 1, 1915

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THE FIELD OF STATE DOCUMENTS

The commonwealths which together form the United States of America are charged with many vital government services. The range of their functions is difficult to define, for various historical and political conditions have had part in determining it. To begin with, the very conception of a national compact implied the delegation of prerogatives to a central authority, and it became necessary to discuss what powers belonged rightly to the federal government and what to the states. As regards some points the question was easily settled. For the sake of protection, economy, expediency and a working agreement the colonies were very ready to relinquish certain functions. Others, on the other hand, by very character referred themselves to a local unit of government for regulation or execution. Moreover, the several colonies had grown up in accordance with distinct geographical and cultural groupings, represented reasonable homogeneity in population and interests, and were fitted individually to handle each its own problems. On many points therefore there was general agreement. Some subjects, however, were seen to lie on the borderland between federal and state jurisdiction. They occasioned debate in the Philadelphia constitutional convention, and have been conspicuous in American life ever since. The uncertainty as to the frontiers of federal and state authority applies not alone to those functions which were accepted in 1787 as belonging to governments. It appears in connection with the myriad services which later years have thrust upon the official machinery of the nation, altho the greater proportion of the newly developed duties have without challenge been assumed by the states.

In general the federal government may be said to concern itself with the fundamental law and with such matters relating to the common welfare as demand central administration. The functions that remain are those of the states. They aggregate a large group, and as our social life becomes more complex they increase in number and scope. Moreover, they touch the individual citizen at more points than does the activity of the central government. Mr. Woodrow Wilson's epitome of state prerogative indicates its bearing upon every-day life. The one limitation upon it is that which the states

themselves make by delegating certain of their powers to the municipalities within their borders.

“All the civil and religious rights of our citizens depend upon state legislation; the education of the people is in the care of the states; with them rests the regulation of the suffrage; they prescribe the rules of marriage, the legal relations of husband and wife, of parent and child; they determine the powers of masters over servants and the whole law of principal and agent, which is so vital a matter in all business transactions; they regulate partnership, debt and credit, insurance; they constitute all corporations, both private and municipal, except such as specially fulfill the financial or other specific functions of the federal government; they control the possession, distribution, and use of property, the exercise of trades, and all contract relations; and they formulate and administer all criminal law, except only that which concerns crimes committed against the United States, on the high seas, or against the law of nations. Space would fail in which to enumerate the particulars of this vast range of power; to detail its parts would be to catalog all social and business relationships, to examine all the foundations of law and order.”*

Such is the sphere of the states. Obviously the official literature which grows out of their activities is of wide interest and importance. While the content of this literature admits of no close classification it may be roughly divided into two groups. Primarily state documents are designed to record and report, so that the responsible heads of an administration may have an accounting of what is done by their subordinates. They are therefore of value for their statements, in statistical and other form, of departmental work. Information is frequently sought upon such subjects, for instance, as the capitalization of a given railroad, the population of a certain jail, or the tax valuation of a county. Each of the activities with which these questions are concerned is supervised by some state agency, and the data regarding it appears therefore in some state publication. More important than this record side of official literature, however, is the contribution it is increasingly making to social advance. Many experiments are being tried in community life, and most of them are identified with states or cities. State documents tell the

*Wilson, Woodrow, *The state: elements of historical and practical politics*, 1909 (c1898) p. 473.

story of what attempts the commonwealths are making to handle the various problems of social economics. Thus we may turn to state literature for light on the latest tried methods of handling dependents, of regulating sanitation, of safeguarding the milk supply, of improving highways, of granting street railway franchises, of wiping out disease in plants and animals.

The reference value of state literature is thus at least twofold. On its record side it stands to aid the historian, the economist, the debater, the business man, and the citizen in the simpler and more every-day relations of life. From the standpoint of social interest it appeals to the student, the educator, the pastor, the settlement worker, and to all interested in community improvement.

THE SELECTION OF STATE DOCUMENTS FOR LIBRARIES

The principles that apply to book selection generally govern the securing of state official literature. The subject requires definite and periodic attention, and material should be chosen according to a plan and with discrimination. Consideration should be given not alone to the character and content of the documents, but to the nature of the library concerned and to the interests of the community. It will be well first of all to settle upon certain series to be obtained regularly. For instance, since a library is an educational institution the publications of the education department of the home state are among the desiderata. It is even more important to possess the current reports and bulletins from this office than to have recent works on pedagogy and school management. This principle holds for all the important series of state documents, and the files of such series ought to be kept complete. The selection of single titles is somewhat less simple. Often a valuable official publication has no connection with a series. For example, in 1910 a specially constituted Massachusetts commission investigated the cost of living and made a bulky report of its findings. This report appeared as a separate set and in no other form. Again, a useful work may be part of a series which there is no occasion to secure in its entirety. As an example, a Michigan library which did not desire a complete run of the reports of the Michigan State Bureau of Labor and Industrial Statistics might have use for the tenth number in this series, since that number contains a section devoted to the early history of labor in Detroit, and another which lists the strikes occurring throughout the world in the year of publication, 1892. Thus many documents are to be chosen for their individual worth.

The list of state departments and documents beginning on page 11 will serve as a general aid to the selection of state official publications. Suggestions for learning of the appearance of current serials and separate titles will be found in the bibliographical lists on page 103 and following. It should be remembered that where a library is giving special attention to a particular subject it may be well to obtain relevant documents not only from the home state but from other commonwealths.

DESCRIPTION OF STATE DEPARTMENTS AND DOCUMENTS

The activities of a state government are distributed among six groups of agencies. Two of these, the *electorate* and the *constitutional conventions*, are operative only periodically, yet the ease with which they influence policies and even change forms of government entitles them to recognition as parts of the machinery of the commonwealth. The *judicial*, *legislative* and *executive* branches exist here as in the federal government. Finally there is in each state a loose class of offices which may be considered as together making up an *administrative* division. These perform duties which logically would fall to an executive department. No such department, however, has proved equal to the host of public services which now is demanded of the state. The result is that while the executive branch persists in name it retains only a few of its supposed functions. Most of its real work is distributed through the administrative group. In Illinois, for instance, there is an executive department, consisting of the governor, lieutenant-governor, secretary of state, treasurer, auditor, attorney-general, and superintendent of public instruction. Relatively little of the executive work is carried on directly by these officials, however, and what is done by them is almost entirely supervisory and investigative in nature. The greater part is conducted by various boards and commissions—some regular, some special—each constituted for its particular task and preferably manned by experts. Thus we find bodies authorized to administer state institutions, to regulate trades, professions and commerce, to specify conditions of living and social custom, and to investigate matters of public interest in the fields of science, economics, sociology and useful arts.

In summary the groups of state agencies are as follows:

1. Electorate
2. Constitutional conventions
3. Judicial department
4. Legislative department
5. Executive department
6. Administrative department

This classification holds for all states. The divisions of the departments vary in number, size, constitution, responsibility, scope,

tenure and name. As an aid to the description of state literature there appears on the following pages a composite outline representing an arbitrary scheme of state government. As far as possible it conforms to actual conditions; beyond this it offers simply a convenient arrangement. The important offices are described at some length, and notes defining the nature and uses of their publications are added. Where extended descriptions of offices or publications are lacking it is because of relative unimportance or because the necessary information can be conveyed by analogy or by reference to the place which the office or publication occupies in the scheme.

I. ELECTORATE

Since the only official action of the electorate is that which it takes at the ballot box it is directly responsible for no publications. Technically the voting populace must be increasingly recognized as a partner of the legislature in the making of laws. The documents produced in this connection are considered under the head of *Legislatures*.

II. CONSTITUTIONAL CONVENTIONS

Specially constituted bodies meet at irregular intervals to frame or amend the organic law. They vary in method of appointment, make-up and procedure. In some instances their work must be ratified by the voters of the state.

Publications

Constitutions. The result of a convention's work is the finished constitution. This usually appears separately, again in the blue book (see p. 27), and in the collections of statutes.

Journals. Minutes of convention sessions are kept day by day and are issued under the title of *journal* as a record of business actually done by the body.

Debates. A second daily report, known as *debates*, is frequently prepared. This differs from the journal in that it is made up largely of resolutions and digests of discussions.

III. JUDICIAL DEPARTMENT

State tribunals are of various grades and kinds, the most important being the *supreme*, *appellate* and *circuit* courts. They deal mainly with matters lying within the jurisdiction of the law of the home

state, tho under certain circumstances they may sit on cases in which citizens of their own state oppose citizens of another state. In some instances appeal may be carried from them to the United States Supreme Court.

Publications

Reports. The opinion of the court in each case that comes before it is prepared by the justices and delivered by one of them. These opinions, together with other data relating to each action, are printed and bound periodically in volumes of convenient size under the title of *reports*. Court reports are one of the few groups of documents for which a money charge is rather commonly made.

Digests. Indexes to series of reports, with condensed statements of cases, are prepared from time to time. These *digests* summarize the points of law definitely decided by the courts in cases reported. Sometimes they are official and sometimes unofficial in origin. Both these and the reports proper are of value mainly to law libraries.

IV. LEGISLATIVE DEPARTMENT

The legislatures are the chief law-making bodies in the states, altho the electorates are a growing factor in the framing and adoption of legislation. Legislatures vary in name, make-up and procedure. Information regarding them which will facilitate the handling of their publications appears in the table on page 25.

Publications

1. Statutes*

From the standpoint of the reference desk state laws are among the most important of all groups of public documents. Enquiries regarding taxation, franchise, liquor regulation, food manufacture and similar topics are frequent. Not all such questions can be answered by the librarian, it is true, for often they hinge upon matters of common law or of court opinion as well as of statute. The whole law upon a given subject may not be gathered in any one place, and if it is so gathered it may be unintelligible to the layman. Nevertheless such collections of state laws as exist in a given commonwealth should be on the shelves of the libraries of that state. There are two groups of these publications, first *compilations* and second *session laws*.

*For a general discussion of state statutes and their production see Jones, C. L., *Statute law making in the United States*, 1912. 327 pp O.

a. Compilations. The compilations in question include all such works as attempt to present any considerable body of the law actually in force at a specified time. They do not embrace collections of laws upon a single subject, but only the larger attempts to gather and publish the general active law. They vary in form, content and authority. Usually they are classified and arranged according to subject. Ordinarily they omit local, private and temporary legislation. Repealed and superseded statutes may or may not be left out, but if omitted references to them are likely to be given, since dead legislation often has bearing upon present day questions. Usually the compilations include beside state laws the state constitution, often the United States constitution, and frequently other constitutional documents. They may or may not be supplied with cross-references, or annotated with references to cases and digests.

Law compilations may be grouped according to three types. There are first such simple unofficial compilations of statute law as are prepared by some editor or publishing house as a private venture. These are undertaken usually in response to the demand of the legal profession for a collection of statutes. They consist ordinarily of a classified indexed arrangement of the legislative enactments actually in force at a given time. The state has nothing to do with the preparation of such compilations, although subsequent to publication they may be made official by legislative act. This course was followed in 1913 with regard to Mills' *Annotated statutes of Colorado*.

The second type of compilation appears when a collection of statutory law is authorized to be made, the authorization coming usually from the legislature and the work being delegated to a temporary or regular commissioner or commissioners, to a body of lawyers, to a committee of justices, or to other designated officers. Such a compilation may be official only in the sense that it is made by officials charged with the task. It may receive further sanction by being endorsed by the legislature, by the attorney-general or by the secretary of state. Or it may be actually adopted or enacted as the statute law of the state, in which case it becomes an official revision, similar in force to the United States *Revised statutes*.

The third form of compilation is the *code*, between which and the other forms some very vital distinctions hold. Ordinary compila-

tions are simply collections of the statute law of the state. This is not by any means all the law. Rather it consists mainly of the changes which have been made by statute in the common law, plus certain material which has to do with state organization and government. A code, on the other hand, is in the strict sense of the term a work which purports to give all the law—including common law plus statutes plus related court decisions plus relevant judicial opinions—upon a given group of legal subject matter. It may be restricted to one branch of law, e.g., the law of private rights and obligations, or may cover this together with political and penal provisions and judicial procedure. Since a code is intended as a complete statement of the written and unwritten law of the state upon a given body of subject matter it supersedes all earlier legislative enactments and the whole common law relating to that body of subject matter. Very few states have complete codes covering all branches of the law. Probably two thirds of the states, however, have codified one or more branches.*

In actual usage the word *code* is loosely employed, being applied often to mere collections of law. Its presence in a title therefore is not a certain indication as to the nature of a work. The following is a list of the latest and best law compilations in the various states. Codes proper are entered where they are of recent imprint. Where codes do not exist, or where they are not in separate form or of late date, such other compilations as have been made are given. As far as possible the style of entry chosen is such as to indicate in each case whether or not the work has been in any way authorized by the state.

ALABAMA

Alabama. Legislature. Code of Alabama, adopted by act of the legislature... Prepared by J. J. Mayfield, Code Commissioner. Nashville, Tenn., Marshall & Bruce, 1907. 3v., Q. \$6.00.

ARIZONA

Arizona. Legislature. Revised statutes of Arizona, 1913... Com-

*The greatest impulse to the codifying of state law in this country is due to the work of David Dudley Field. An account of his work appears in *American law review* 28:408. Further data concerning codes and codification will be found in *Essays on Anglo-American legal history*, Boston, Little, 1907, v. 2, p. 643, and in *Warren, Charles, History of the American bar*, Boston, Little, 1911, chapter 19.

piled...by S. L. Pattee, Code Commissioner... McNeil Co., Phoenix, 1913. 2v., Q.

One volume devoted to the civil code, the other to the penal code.

ARKANSAS

Arkansas. General assembly. Digest of the statutes of Arkansas, embracing all laws of a general nature in force at the close of the session of the General Assembly of 1903, by W. F. Kirby... Pub. by the authority of the General Assembly... Austin, Tex., Gammel-Statesman Pub. Co., 1904. 1942 pp. O. \$2.50.

Castle, J. T., comp. Supplement to Kirby's digest of Arkansas statutes. Indianapolis, Bobbs, 1912. \$6.50.

CALIFORNIA

Deering, J. H., ed. General laws of California, as amended up to the end of the session of 1909... San Francisco, Bancroft-Whitney Co., 1909. 1778 pp., S.

———— Political code of the state of California...with amendments up to and including those of...1909... 1878 pp.

———— Civil code of the state of California...with amendments up to and including those of...1909... 1140 pp.

———— Penal code of the state of California...with amendments up to and including those of ...1909... 1204 pp.

———— Code of civil procedure of the state of California...with amendments up to and including those of...1909... 1169 pp.

COLORADO

Gabriel, J. H., comp. Mills' annotated statutes of Colorado. Rev. ed. Embracing all general laws of the state except code of civil procedure in force Jan. 1, 1912. Denver, Mills Pub. Co., 1913. 2v., O.

Made official by *Session laws* of Colorado, 1913, p. 406.

Morrison, R. S., and De Soto, Emilio, comps. Colorado statutes annotated, with all acts and amendments up to and including 1911 session of the Legislature. With complete legislative history and digest of citations to date... Denver, Courtwright, 1911-12. 5v., D.

CONNECTICUT

Connecticut. General assembly. General statutes of Connecticut.

Revision of 1902, in force July 1, 1902. Case, Lockwood & Brainard Co., Hartford, 1902. 1505 pp. Q.

It is expected that the next legislature (1915) will appoint a committee to prepare a new revision of the laws.

DELAWARE

Delaware. General Assembly. Revised statutes of the state of Delaware of 1852, as they have since been amended, together with... laws of a public and general nature... to 1893... Wilmington, Mercantile Printing Co., 1893. 1017 pp., O.

A legislative commission is working on a new compilation. It is probable that this commission will report in 1915 and that the legislature will then enact a new code.

FLORIDA

Florida. Legislature. General statutes of the state of Florida...

St. Augustine, The Record Co., 1906. 1841 pp., Q.

"Prepared under authority of and adopted by the legislature of the state of Florida."

GEORGIA

Georgia. General assembly. Code of the state of Georgia, adopted Aug. 15, 1910. Prepared by J. L. Hopkins. Atlanta, Foote & Davies Co., 1911. 2v., Q.

HAWAII

Hawaii. Legislature. Revised laws of Hawaii. Comprising the statutes of the territory, consolidated, revised and annotated... Honolulu, Hawaiian Gazette Co., 1905. 1451 pp. Q.

A commission is working on a new compilation and will probably present it to the legislature in 1915.

IDAHO

Idaho. Legislature. Revised codes of Idaho... Prepared by J. F. MacLane, Code Commissioner. Boise, Syms-York Co., 1908. 2 v., Q.

ILLINOIS

Hurd, H. B., comp. Revised statutes of the state of Illinois, 1913. Containing all the general statutes of the state in force Jan. 1, 1914. Chicago, Legal News Co., 1914. 2770 pp. Q.

Simply a compilation.

Jones, W. C. and Addington, K. H., comps. Annotated statutes of the state of Illinois in force Jan. 1, 1913. Chicago, Callaghan, 1913. 6v., Q.

INDIANA

Burns, Harrison. Annotated Indiana statutes, 1914. Indianapolis, Bobbs, 1914. 5 v., Q. \$25.00.

IOWA

Iowa. General assembly. Annotated code of the state of Iowa...

Published by authority of the state. Des Moines. F. R. Conaway, 1897. 2362 pp. Q.

————— Supplement to the code of Iowa, 1913, containing all laws of a general and permanent nature enacted by the twenty-seventh...[to the] thirty-fifth General Assemblies, with annotations to the code and supplement... Edited by C. S. Wilcox.. Published by authority of the state. Des Moines, State Printer, 1914.

KANSAS

Dassler, C. T. W., comp. General statutes of Kansas, 1909. Authenticated... 2474 pp., O.

Examined by the Attorney-general and Secretary of State before publication, and purchase of copies for distribution authorized by Legislature. Never any re-enactment, however.

KENTUCKY

Carroll, J. D., comp. Kentucky statutes. Containing all general laws not included in the codes of practice... 4th ed. Louisville, Courier-Journal, 1909. 2100 pp. Q.

A new edition is expected in 1915.

LOUISIANA

Wolff, Solomon. Constitution and revised laws of Louisiana... 2nd ed... New Orleans, Hansell, 1904. 2v., O.

————— Supplemental to the edition of this work in two volumes, and contains all the statutes of a general nature enacted by the General Assembly at the regular sessions of 1904, 1906, 1908 and the extra session of 1907, New Orleans, Hansell, 1910. 1026 pp., O.

MAINE

Maine. Legislature. Revised statutes...passed Sept. 1, 1903 and taking effect Jan. 1, 1904. Portland, Loring, Short & Harmon, 1904. 1020, 489 pp., Q.

A new compilation is being made and will be reported to the legislature in 1915.

MARYLAND

Bagby, G. P., comp. Annotated code of the public civil laws of Maryland... Comprising all the public and general civil laws of the state, down to and inclusive of the acts of Assembly of 1910... Baltimore, King Bros., 1911. 2v., Q.

MASSACHUSETTS

Massachusetts. General court. Revised laws of the commonwealth of Massachusetts. Enacted Nov. 21, 1901, to take effect Jan. 1, 1902... Boston, Wright & Potter, 1902. 2v., Q.

————— Supplement to the revised laws of the commonwealth of Massachusetts, containing the general laws enacted in the years 1902 to 1908 inclusive... 1910. 1686 pp., Q.

Authorized by the General Court, but not a re-enactment.

MICHIGAN

Campbell, C. P. Howell's annotated statutes of Michigan, including the acts of the second extra session of 1912... 2nd ed. Chicago, Callaghan, 1913. 6v., Q. \$36.00.

MINNESOTA

Minnesota. Legislature. General statutes of Minnesota, 1913. Published under the authority of the Legislature by virtue of an act

approved April 20, 1911... Comp. and ed. by F. B. Tiffany.
St. Paul, West Pub. Co., 1913. 2473 pp. Q.

MISSISSIPPI

Mississippi. Legislature. Mississippi code of 1906, of the public statute laws of the state of Mississippi... Adopted by the Legislature at its special session in 1906... Nashville, Brandon Printing Co., 1906. 1531 pp., Q.

MISSOURI

Missouri. General assembly. Revised statutes of the state of Missouri, 1909... Revised and promulgated by the 45th General Assembly... Jefferson City, Mo., Hugh Steffens Printing Co. 3v., Q.

A commission of fifteen lawyers to consider the revision of the Missouri code of court procedure was appointed in May, 1914.

MONTANA

Montana. Legislative assembly. Revised codes of Montana of 1907. Compiled and revised pursuant to authority of *Laws...1907*, chap. 85 by E. C. Day, Commissioner... Helena, State Pub. Co., 1908. 2v., Q.

NEBRASKA

Cobbey, J. E., comp. ...Annotated statutes of Nebraska... Beatrice, Neb., J. E. Cobbey, 1911. 3920, 262 pp., (or 2v). O.

Nebraska. Legislature. Revised statutes of the state of Nebraska, 1913. Containing all laws of Nebraska, of a general nature, in force Jan. 1, 1914... Lincoln, State Journal Co., 1914. 2872 pp., Q.

NEVADA

Nevada. Legislature. Revised laws of Nevada, containing state statutes of a general nature from 1861 revised to 1912...with annotations... Carson City, Supt. of State Printing, 1912. 2v., Q. \$14.00.

NEW HAMPSHIRE

Chase, W. M., and Chase, A. H., comps. Public statutes of the state of New Hampshire, and general laws in force January 1, 1901... Concord, E. C. Eastman, 1900. 1021 pp., Q.

Supplement to the public statutes of New Hampshire... giving all amendments...1901 to 1913 inclusive, together with a combined index of the public statutes...and this supplement... Concord, Chase & Chandler, 1914. 864 pp., Q.

NEW JERSEY

Soney and Sage. Compiled statutes of New Jersey... Newark, Soney & Sage, 1911. 5v., Q. \$25.00.

NEW MEXICO

New Mexico. Legislature. Compiled laws of New Mexico [1897], in accordance with an act of the Legislature... Santa Fe, New Mexican Printing Co., 1897. 1159 pp., Q.

A new edition of compiled laws will be ready June 1, 1915.

NEW YORK

Birdseye, C. F., Cumming, R. C., and Gilbert, F. B. Annotated consolidated laws of the state of New York as amended to Jan. 1, 1910... N. Y., Bank Law Pub. Co., 1909. 7v., Q. \$48.00.

v. 8-9. 1911-12. \$12.00.

NORTH CAROLINA

Pell, G. P., comp. Revisal of 1908 of North Carolina [laws]... Charleston, S. C., Walker, Evans & Cogswell, 1908. 2v., O. \$15.00.

Cumulative supplement...being all the new acts and amendments of acts which have been passed at the sessions of the General Assembly of 1909 and 1911... vol. 3. Charleston, S. C., Walker, Evans and Cogswell Co., 1911. 359 pp., O.

NORTH DAKOTA

North Dakota. Legislative assembly. Compiled laws of the state of North Dakota, 1913... Rochester, N. Y., Lawyer's Co-operative Publishing Co., 1914. 2v., Q.

OHIO

Page, W. H. and Adams, J. J. Annotated general code of Ohio of 1910, and all laws of a general nature passed since its adoption and in force Jan. 1, 1912... Cincinnati, Anderson, 1912. 7v., Q. \$35.00.

OKLAHOMA

Oklahoma. Legislature. Revised laws of Oklahoma, 1910... St. Paul, Minn., The Pioneer Co., 1912. 2v., Q.

OREGON

Oregon. Legislative assembly. Lord's Oregon laws, showing all the laws of a general nature in force in the state of Oregon... 1910. Compiled and annotated by W. P. Lord, Code Commissioner, and R. W. Montague... Salem, W. S. Duniway, 1910. 3v., Q.

PENNSYLVANIA

Pepper, G. W. and Lewis, W. D. Digest of the laws of Pennsylvania, 1700 to 1907... 2nd ed... Phila., Johnson, 1910. 4v., Q. \$24.00.

Attorney-general's office states that a supplement has recently been published.

Stewart, Ardemus, comp. Digest of the statute law of Pennsylvania from...1700 to 1903 (with the laws of 1905 in the appendix). 13th ed. Phila., Geo. T. Bisel Co., 1905. 5v., Q.

————— Supplement, to Jan. 1, 1912.

Usually referred to as Stewart's Purdon's digest. Originally compiled in 1811 by John Purdon.

RHODE ISLAND

Rhode Island. General assembly. General laws of Rhode Island. Revision of 1909. Providence, E. L. Freeman Co., 1909. 1408 pp., Q.

SOUTH CAROLINA

South Carolina. General assembly. Code of laws of South Carolina, 1912... Prepared by A. J. Bethea, Code Commissioner... Charlottesville, Va., The Michie Co., 1912. 2v., Q.

An edition of the acts of the legislature is regularly issued in compiled form every ten years by the Code Commissioner. The laws of each year are also issued by this officer.

SOUTH DAKOTA

South Dakota compiled laws, 1913. Pierre, S. D., Hipple Printing Co., 1913. 2v. \$12.50.

“Printed from original linotype slugs of the official revised codes of 1903 and compiled laws of 1908 and 1910, as authorized by legislature. The compilation of 1910 was endorsed by the Legislature.—*Publisher's note.*”

TENNESSEE

Shannon, R. T., comp. Public and permanent statutes of a general nature, being an annotated code of Tennessee... Nashville, Marshall & Bruce, 1896. 1952 pp., Q.

————— Supplement to Shannon's code, embracing the existing permanent and public statutes of the state of Tennessee enacted since...1896.... 1904. 926 pp. Q.

A new annotated code is being prepared by this compiler. It will probably be in 3 volumes and sell for about \$25.00.

TEXAS

McEachin, J. S. Annotated civil statutes of the state of Texas... Chicago, Flood, 1913. 4v., Q.

Texas. Legislature. Revised civil statutes of the state of Texas, adopted...1911. Austin, 1912. 1996 p., Q.

Vernon's Sayles' annotated civil statutes of the state of Texas... Embracing the revised statutes of the state of Texas adopted at the regular session of the 32nd Legislature, 1911. Incorporating under appropriate headings of the revised statutes, 1911, the legislation passed at the regular and special sessions of the 32nd and 33rd Legislatures, to the close of 1913. Kansas City, Mo., Vernon Law Book Co., 1914. 5v., \$33.00.

UTAH

Utah. Legislature. Compiled laws of the state of Utah, 1907. Compiled, annotated and published by authority of an act of the Legislature... Salt Lake City, Skelton Pub. Co., 1908. 1697 pp., Q.

VERMONT

Vermont. General assembly. Public statutes of Vermont, 1906... Concord, Rumford Printing Co., 1907. 1302, 380 pp., Q.

VIRGINIA

Pollard, J. G., comp. Code of Virginia as amended to adjournment of General Assembly, 1904, together with all other statutes of a general and permanent nature then in force... St. Paul, Minn. West Pub. Co., 1904. 2v., Q.

————— Supplement to the code of Virginia, containing all statutes of a general and permanent nature passed by the General Assembly at its sessions of 1906, 1908 and 1910... Richmond, Everett Waddey Co., 1910. 1027 pp., Q.

————— Code biennial, 1912, containing all statutes of a general and permanent nature passed by the General Assembly of Virginia at its session of 1912, also annotations to the code of Virginia, 1904, and the general acts subsequent thereto... 1912. 399 pp., Q.

“The legislature of 1914 made provision for appointment by the governor of three lawyers for the purpose of compiling a new code. This work will probably take two years or more.”

WASHINGTON

Pierce, F., comp. Washington code, [including laws of 1911]. Seattle. National Law Book Co. \$11.50.

Remington, Arthur and Ballinger, R. A. Annotated codes and statutes of Washington, showing all statutes in force, including the extraordinary session laws of 1909... San Francisco, Bancroft-Whitney Co., 1910. 2v., Q.

————— Supplement, showing all statutes of a general nature passed at the sessions of 1911 and 1913. 1914. 1125 pp., Q.

WEST VIRGINIA

Hogg, C. E., comp.... West Virginia code, annotated. Containing... the code as amended by legislation to and including the regular session of the year 1913. With historical and explanatory notes to prior statutes and full and complete notes of all applicable decisions... St. Paul, Minn., West Pub. Co., 1914. 3v. \$15.00.

WISCONSIN

Wisconsin. Legislature. Wisconsin statutes, 1913. Embracing all general laws in force at the close of the general session of 1913, consolidated and in part revised pursuant to sections 116, 117, 20.17 and 20.18 of these statutes. By L. J. Nash, Revisor, and A. T. Belitz, Asst. Revisor... Madison, 1913. 2705 pp., Q.

WYOMING

Wyoming. Legislature. Wyoming compiled statutes, annotated, 1910. Including all laws of the state, of a permanent nature, in force and effect on March 10, 1909... Comp. by W. E. Mullen, Atty.-gen.... Laramie, Laramie Republican Co., 1910. 1596 pp., Q.

b. Session laws. Session laws form the other large body of statutory reference material. They comprise all the legislation of whatever character produced by a given session of a legislature. Usually they are bound, one volume to a session, and issued shortly after the adjournment of the legislature. Thus they serve as supplements to the general compilations of statutes. They are superseded when such of their contents as are of permanent force are put into a new general compilation, but should nevertheless be preserved because of the temporary matter they contain and because reference to the original legislation is sometimes necessary. Session laws vary in form, name, and time of appearance. As an aid in securing and handling them the following list is given showing the name of the legislature, the time of its meeting, and the title given to the session laws in each state.

State	Name of Legislature	Meeting	Title of session laws
Alabama	Legislature	Quadrennial (1911, etc.)	(1) Local acts (2) General laws
Arizona	Legislature	Odd year	Acts, resolutions and memorials
Arkansas	General Assembly	Odd year	Public and private acts
California	Legislature	Odd year	Statutes and amendments to the codes
Colorado	General Assembly	Odd year	Laws
Connecticut	General Assembly	Odd year	Public acts
Delaware	General Assembly	Odd year	Laws
Florida	Legislature	Odd year	Acts and resolutions
Georgia	General Assembly	Annual	Acts and resolutions
Hawaii	Legislature	Odd Year	Laws
Idaho	Legislature	Odd Year	General laws
Illinois	General Assembly	Odd Year	Laws
Indiana	General Assembly	Odd Year	Laws
Iowa	General Assembly	Odd Year	Acts and joint resolutions
Kansas	Legislature	Odd Year	Session laws
Kentucky	General Assembly	Even Year	Acts
Louisiana	General Assembly	Even Year	Acts

State	Name of Legislature	Meeting	Title of session laws
Maine	Legislature	Odd Year	Acts and resolves
Maryland	General Assembly	Even Year	Laws
Massachusetts	General Court	Annual	Acts and resolves
Michigan	Legislature	Odd year	Public acts
Minnesota	Legislature	Odd year	General laws
Mississippi	Legislature	Quadrennial (1912, etc. with special sessions bien- nially.)	Laws
Missouri	General Assembly	Odd year	Laws
Montana	Legislative Assembly	Odd year	Laws, resolutions and memorials
Nebraska	Legislature	Odd year	Laws, joint resolu- tions and memorials
Nevada	Legislature	Odd year	Statutes
New Hampshire	General Court	Odd year	Laws
New Jersey	Legislature	Annual	Acts
New Mexico	Legislature	Odd year	Laws
New York	Legislature	Annual	Laws
North Carolina	General Assembly	Odd year	(1) Public laws and resolutions (2) Private laws
North Dakota	Legislative Assembly	Odd year	Laws
Ohio	General Assembly	Odd year	Legislative acts and joint resolutions
Oklahoma	Legislature	Odd year	Session laws
Oregon	Legislative Assembly	Odd year	General laws
Pennsylvania	General Assembly	Odd year	Laws
Rhode Island	General Assembly	Annual	Acts and resolves
South Carolina	General Assembly	Annual	Acts and joint reso- lutions
South Dakota	Legislature	Odd year	Laws
Tennessee	General Assembly	Odd year	(1) Public acts (2) Private acts
Texas	Legislature	Odd year	(1) General laws (2) Local and spe- cial laws
Utah	Legislature	Odd year	Laws
Vermont	General Assembly	Odd year; (even year thro 1912)	Acts and resolves
Virginia	General Assembly	Even year	Acts and joint reso- lutions
Washington	Legislature	Odd year	Session laws
West Virginia	Legislature	Odd year	Acts
Wisconsin	Legislature	Odd year	Session laws...
Wyoming	Legislature	Odd year	Session laws

c. Subject compilations. As a matter of general convenience the statutes of a given state relating to a particular subject are frequently gathered and published as a separate. This is done in some cases by the department interested, and in others by the office of the secretary of state or attorney-general. Examples are the following:

IOWA. AUDITOR OF STATE. Laws of...Iowa relating to insurance, also to corporations for pecuniary profit. Annotated... Des Moines, 1909.

PENNSYLVANIA. HIGHWAY DEPARTMENT. Pennsylvania road laws. Harrisburg, 1906.

WISCONSIN. SECRETARY OF STATE. Registry and election laws of...Wisconsin, with forms and instructions for the use of county, city, village and town officers... Madison, 1894.

Such separates as these are numerous. Education, elections, health, corporations, municipal affairs, taxation, mining and pure foods are a few of the topics commonly covered by them.

2. Blue Books

It is a common practice to print in some form certain matter of general official and statistical information concerning the state. Often this is collected in a separate volume, variously known as *blue book*, *manual*, *hand book*, *directory*, *red book*, *roster*, *year book*, or *register*. When so published it corresponds in a measure to the *congressional directory*. It is usually designed primarily for the benefit of members of the legislature, but often contains much that is of value to other state officials and to the public. In most cases there appear in it the state constitution, rosters of state and county officials, statistics of census and election returns, biographical sketches of officers, rules of the legislative houses, and sections which list the various government departments and describe their organization and duties. Party platforms and the United States constitution are frequently included. Some blue books add to this much material of general interest. That issued by the state of Connecticut contains, for example, the following important headings:

Declaration of Independence.

Constitution of the United States.

Connecticut charter and constitutions.

Roster of state officers.

Make-up of legislative committees.

Rules of legislative houses.

Lists of justices of the peace and notaries public.

Roster of town, county and borough officers.

- Lists of officers of institutions, both state and private.
- Statistics of public libraries.
- Statistics of banks and railroads.
- Descriptions of towns of the state.
- Data concerning political organizations and party votes.
- Lists of towns showing whether or not sale of liquor is allowed.
- Statistics concerning churches, and directory of church organizations.
- Lists of dentists and practicing physicians.
- Guide to the press of Connecticut.
- Organization of the United States government.
- Postal regulations.
- Connecticut post-office directory.
- Historical roster of United States and Connecticut offices.
- Map showing counties and senatorial districts.
- General map of Connecticut.

Some blue books include even more than this. The California *Blue book or state roster* gives the usual official and statistical data and adds articles and illustrations setting forth the state's history and natural advantages, and others treating matters of national interest. For illustration the edition of 1907 contains the following sections:

- History of the American flag.
- Statement concerning the statue of Columbus in the state capitol.
- Description of the state flower.
- Origin and meaning of the names of counties.
- List of legal holidays in the state.
- Illustrated article on Franciscan missions and other California landmarks.
- Political history of California.
- Lists of officers of other states and territories.
- Lists of federal officials in California.

The Oklahoma *Red book* is conspicuous for its historical features. It appeared first in 1912, in two volumes, the first of which is a compilation of papers relating to the founding and growth of the commonwealth.

Among state documents the material represented in blue books has a reference value second only to that of the statutes. More than half of the states issue blue books of the type described above. Most of the others publish in some form certain parts of the usual blue book information. This may mean a manual of such data as is of immediate value to legislators for desk or pocket reference, or it may be no more than a bare directory of state officials. Again, it may not appear separately, but may be incorporated with some other state publication. For example, the report of the Secretary of the Com-

monwealth of Virginia and the report of the Attorney-general of West Virginia contain rosters of state officers.

Often a directory is issued in addition to a blue book. In a few instances a private compilation supplements or takes the place of an official blue book. The list below indicates the best collection of official and statistical information about each state. The blue books are classified here because they pertain largely to legislative matters and are usually prepared by legislative authority. The secretary of state is often the official compiler, but sometimes the work is done by other departments. For example, the Indiana *Legislative and state manual* is compiled by the State Librarian, the Wisconsin *Blue book* by the Industrial Commission, and the Massachusetts *Manual for the general court* by the clerks of the legislative houses.

Alabama. Archives and history department. Alabama official and statistical register... 1903—

A very well edited blue book. Gives lists of state and county officers, sketches of state officers, and statistics of population and election returns. Appears biennially, in odd years. Compiled under the law of 1901. The volume for 1903 contains a list of constitutional conventions of Alabama, 1819-1901, with a bibliography of each convention.

Arizona. Secretary of state. State and county officials of Arizona.. 1912—

Pamphlet, of pocket size. On cover *Blue Book*. Contains only brief lists of officers, newspapers and organizations.

Arkansas. Secretary of State. Biennial report...

Gives the state constitution, the personnel of the state and county organization both present and past, election statistics, descriptive matter, and a few items that belong strictly to the report of the Secretary of State. Appears at beginning of odd years.

California. Secretary of state. California blue book or state roster... 1891—

A comprehensive work, which includes an unusually large number of descriptive sections. Appears biennially, in odd years.

Colorado. Secretary of state. Legislative manual, containing a list of state officers, executive and judicial...the constitution of the state, etc....

Contained constitutions of Colorado and of the United States, lists of state and county officers, House and Senate rules, population and election statistics. Appeared at the beginning of odd years. None issued since 1903.

Colorado. Secretary of state. Roster of elected officers and tabulated statement of the votes cast...[together with the House, Senate, and joint rules].

Contents as indicated by title. Does not take the place of the discontinued *Legislative manual*.

Connecticut. Secretary of state. Register and manual... Prepared pursuant to section 108 of the General Statutes...1887—

One of the best blue books, containing more than the usual amount of information about the non-official activities of the state. Appears annually.

Delaware. Secretary of state. Official list of state officers, boards, commissions, and county officers...

Nothing more than a list of offices and officials. *Rules of the house* is also issued as a pamphlet. No blue book is published by Delaware.

Florida. Secretary of state. [Biennial] report.

Includes a brief section devoted to lists of state boards and officers and of county officers. Appears in odd years. No blue book proper published.

(Georgia)—Caldwell, A. B., pub. Georgia annual. A compendium of useful information about Georgia... Atlanta, 1911—

A private publication, but a fairly satisfactory substitute for an official blue book. Lacks the constitution and description of departments, but serves well as a directory of the government and of institutions, organizations and professions.

(Hawaii)—Thrum, T. G., pub. Hawaiian almanac and annual... Honolulu, 1875—

Not a blue book, but a work of general reference concerning Hawaii. Includes lists of county, territorial and federal officials, statistics of population, industry and elections, tables of distances and elevations, information about organizations, and descriptive and historical articles.

Idaho. Secretary of state. Biennial report...

The report of the Secretary of State occupies but a small part of the pamphlet, the remainder being given up to lists of state and county officers and of notaries public, and an abstract of election returns. Appears at close of even year. Idaho issues no blue book.

Illinois. Secretary of state. Blue book of the state of Illinois... 1903—

Well compiled. Contains all the usual blue book material except rules of the legislative houses. Appears biennially, in odd years.

Indiana. State library. Legislative manual... [Prepared] by authority of the...General Assembly. 1903—

A good blue book. Concerned chiefly with matter of interest to the General Assembly, i.e., the state constitution, election returns, party platforms, sketches of legislators, and a directory of state and county officers. Planned to appear biennially, in odd years.

Iowa. Secretary of state. Iowa official register... 1886—

A very comprehensive blue book. Includes a report of proceedings of the Executive Council. Appears biennially, in odd years.

Kansas. Secretary of state... Biennial report...

Practically a blue book. Contains lists of state and county officials, election and population figures, and the state constitution. Appears biennially, in even years.

Kentucky. State library. Kentucky directory, for the use of courts, state and county officials and the General Assembly of the state of Kentucky. By F. K. Kavanaugh.

A good blue book, small and compact in form. Lacks only the descriptions of departments. Formerly known as *Official manual*.

Louisiana. Secretary of state. Report...to the governor...

Some issues list the state departments and gives names of state and parish officers and election results. Appears biennially, in even years. No blue book published.

Maine. Legislature. Maine register, state year book and legislative manual. 1870—

Satisfactory as a blue book except that it lacks description of state departments. Contains much more local and non-political information than usually occurs in blue books, amounting almost to an official and business directory of the state. Appears annually. Title varies for different periods.

Maryland. Secretary of state. Maryland manual... A compendium of legal, historical and statistical information relating to the state of Maryland. Published under Act of 1900, chapter 240...

A fairly good blue book. Lacks legislative rules, but contains considerable historical matter, including the colonial charter. Appears annually.

Massachusetts. General court. Manual for the use of the General Court, containing the rules of the two branches, together with the constitution of the commonwealth, and that of the United States, and a list of the executive, legislative and judicial departments of the state government, state institutions and their officers, and other statistical information. Prepared under section 10 of chapter 9 of the Revised Laws by [the clerks of the Senate and House.] 1879—

One of the best of those blue books which are designed mainly for the use of legislatures. Omits biographical sketches and descriptions of departments. Includes a section giving date and circumstances of founding of all Massachusetts towns. Appears annually.

Michigan. Secretary of state. Michigan official directory and legislative manual...

A very thoroughly made blue book. Includes all the usual material, and several maps of railroads and of congressional, assembly and judicial districts. Appears biennially, in odd years.

Minnesota. Secretary of state. Legislative manual of the state of Minnesota. Compiled for the Legislature...

A good blue book, embracing all the usual features and much descriptive matter. Appears biennially, in odd years.

Mississippi. Archives and history department. Official and statistical register of the state of Mississippi...

A carefully prepared blue book. Lacks the constitution, and the rules of the legislative houses, but has useful descriptive and historical sections. Appears every fourth year, i.e., 1908, 1912, etc.

Missouri. Secretary of state. Official manual of the state of Missouri...

A good blue book, but lacks the Senate and House rules and the state constitution. Appears biennially, in odd years.

Montana. Bureau of agriculture, labor and industry. [Biennial] report.

Includes a few pages devoted to election returns and a roster of federal, state and county officials. Appears in odd years. Montana publishes no blue book.

Nebraska. Legislative reference bureau. Nebraska blue book.

First issue will appear in 1915. A work of this nature was published by the Nebraska State Journal Company in 1902, and legislative manuals have been prepared from time to time, but no blue book has ever before been issued by the state.

Nebraska. Secretary of state. Biennial report... to the Governor.

Contains list of state officers, but none of the other usual blue book material. Period ends Nov. 30 of even year.

Nevada. Secretary of state. Biennial report of the Secretary of State, Clerk of Supreme Court, and State Librarian... 1897—

Not a blue book. Contains, however, lists of federal, state and county officers and of notaries public, a historical roster of state officials, tables of votes cast, and rules of the legislative houses. Period ends Dec. 31 of even year.

New Hampshire. General court. Manual for the General Court...

Prepared and published under section 14, chapter 15 of the Public Statutes.

A fairly satisfactory blue book. Gives a large amount of space to election returns and party matter. Lacks description of departments. Appears biennially, in odd years.

New Jersey. Legislature. Manual of the legislature... By authority of the legislature...

A very compact and comprehensive blue book. Compiled and published by the Legislative Reporter. Appears annually.

New Mexico. Secretary of state. New Mexico blue book, or state official register.

A fairly good blue book. Devotes much space to election returns, but contains the constitution, a roster of state and county officers, a list of notaries public, and some descriptive sections. Appears biennially, in odd years.

New York. Secretary of state. Manual for the use of the Legislature of the state of New York...prepared pursuant to the provisions of chapter 23, Laws of 1909... 1840—

One of the best examples of a blue book restricted to official and political matters. Especially valuable for concise notes defining duties of state officers. Contains full population statistics, and a list of post-offices and post-masters. Does not include Assembly rules, these being put into the *Clerk's manual*. Appears annually.

North Carolina. Historical commission. Manual of North Carolina...for the use of the members of the General Assembly...

Appears in two forms, a paper edition containing the constitution, House and Senate rules, lists of officers, and a description of state boards, offices, and institutions; and a cloth edition, which contains in addition to this a great bulk of historical matter. Issued biennially, in odd years.

North Dakota. Secretary of state. Legislative manual, containing the constitution of North Dakota, the constitution of the United States, also rules and standing committees of the Legislative Assembly, and historical statistics and political information...

Contains the usual blue book material and adds some sections of general interest. On cover *North Dakota blue book*. Not very carefully prepared. Appears biennially, in odd years.

Ohio. General assembly. Legislative manual of the state of Ohio... Compiled and published under authority of a joint resolution of the General Assembly... Prepared and edited in the office of the Clerk of the House of Representatives.

A blue book of fairly broad scope. Contains legislative rules and biographical sketches, roster of state officers, the state constitution, and some general descriptive matter.

Oklahoma. Secretary of state... Oklahoma red book... Compiled...under the supervision of...[the] State Printer and... [the] Secretary of State. 1912—

Only one edition has appeared, namely that of 1912. Volume 2 consists of the material usually put into blue books, omitting the constitution. Volume 1 contains the constitution and all other documents connected with the history and development of Oklahoma. Very satisfactory.

Oregon. Secretary of state. Blue book and official directory. 1900—

Small, but contains all the usual blue book material with the exception of biographical sketches and legislative rules. Appears biennially, in odd years.

Pennsylvania. General assembly. Smull's legislative hand-book and manual of the state of Pennsylvania... [Compiled by the Senate Librarian and the Secretary of the Senate.] 1891—

Probably the most complete and most orderly in arrangement of all blue books. Appears annually.

Rhode Island. Secretary of state. Manual, with rules and orders for the use of the General Assembly of the state of Rhode Island... Prepared in accordance with the provisions of section 11, chapter 28, of the General Laws and amendment thereto. 1868—

A good blue book. Lacks description of state officers and list of county officers. Appears annually.

South Carolina. Secretary of state. [Annual] report to the General Assembly...

Contains short section giving lists of state, county and township officers. South Carolina prints no blue book.

South Dakota. Public printing bureau. South Dakota legislative manual...

A comprehensive blue book, including all the usual matter except names of county officers and description of state offices.

Tennessee. Secretary of state. Tennessee pocket manual.

Not a blue book proper, none being published by Tennessee. Contains election and population statistics, and lists of state officers. Appears irregularly.

Texas. Legislature. Texas legislative manual... containing rules of the Senate and House, and joint rules, standing committees of the Senate and House, citations of precedents of House, list of Senators and Representatives, officers of the Senate and House... also the constitution of the State of Texas, and of the United States.

This and the report of the Secretary of State mentioned below take the place of a blue book in Texas.

Texas. Secretary of state. Supplemental biennial report...

Consists of roster of state officers, table of election returns, and lists of county officers. Appears in even years.

Utah. Immigration, labor and statistics bureau. [Biennial] report..

Includes among statistical matter census and election returns and lists of state, county and municipal officers. Has also abstracts of department reports. Appears in odd years. No blue book published.

Vermont. Secretary of state. Vermont legislative directory... Prepared pursuant to law... 1867—

A well edited blue book, lacking only lists of county officers and description of state offices. Appears biennially, in even years.

Virginia. General assembly. Manual [of] the Senate and House of Delegates...

Consists of constitution, lists of state officers, and rules of legislative houses. No blue book proper published.

Virginia. Secretary of the commonwealth. Annual report to the Governor and General Assembly...

Supplements the *Manual* mentioned above, giving lists of county and city officers and more complete lists of state officers.

Washington. Secretary of state... Biennial report...

Includes election returns and lists of notaries public and of state and county officers. Appears in even year. No blue book published.

West Virginia. Attorney general... Biennial report and official opinions of the Attorney-general of the State of West Virginia...

Contains in an appendix a table of votes and a roster of state, county and district officials. Biennial period ends September 30 of even year. No blue book is published regularly, altho a *Manual* appeared in 1904 and again in 1907-08. Historical information such as frequently is put into blue books appears in West Virginia. Archives and History Department. *Biennial report*, 1907-08, appendix, pp., 93-327.

Wisconsin. Industrial commission. Wisconsin blue book...

A good blue book. Lacks legislative rules and descriptions of departments. Appears biennially, in odd years.

Wyoming. Secretary of state. Legislative manual and official directory of the state of Wyoming...

Pamphlet of pocket size. Consists of lists of federal, state and county officers and tables of election returns. Appears biennially. No blue book published.

3. Journals

Each branch of the legislature keeps a daily record of its proceedings. At the close of a session this material is gathered in a printed volume, and represents the session's work of the house in which it originates. Such a volume, or *journal*, usually contains beside the minutes the roster of officers and members of the house, the roll-call on votes, the messages of the governor, the messages of the houses to each other, reports of committees, a summary of action on individual bills, and an index.

4. Minor and special matter

In the life of a legislature there appear many publications of an ephemeral or irregular nature, including much matter that eventually finds its way into the journal. Records of the daily proceedings are in some states distributed at intervals in advance sheet form. In many instances there is prepared from time to time a synopsis or calendar, announcing committee assignments and showing the progress of bills. Bills are often sent to press upon their various readings, and in some states are issued in slip form if they reach passage.* Reports of

*Alabama, Arkansas, California, Connecticut, Indiana, Massachusetts, New Jersey, New York, Ohio, Oregon, Pennsylvania, Virginia.

committees are sometimes put into pamphlet shape and sent out as separates. These embrace not only the conclusions of the regular standing committees of the houses, but the findings of such special, select or joint committees as may be assigned to investigation of particular subjects. Publications of these special bodies are likely to be exhaustive and of general interest. Examples are the following:

NEW YORK. LEGISLATURE. *Joint committee on the conservation of water.* Report, 1913. 17 pp.

NEW YORK. LEGISLATURE. *Joint committee...to investigate primary and election laws.* Report, 1910. 226 pp.

PENNSYLVANIA. GENERAL ASSEMBLY. *Select committee on investigation of the system of labor in cotton and other factories.* Report, 1837 (?) 90 pp.

PENNSYLVANIA. GENERAL ASSEMBLY. *Joint committee...to consider...a revision of the corporation and revenue laws of the commonwealth.* Proposed "act to provide for the incorporation, regulation and dissolution of certain business corporations." 1912(?) 168 pp.

V. EXECUTIVE DEPARTMENT

Reference has been made to the meagerness of administrative functions residing in state executive departments. It is characteristic of these departments also that they consist not of a chief executive and a cabinet but of a group of popularly elected colleagues among whom the governor has primacy.

a. Governor

Being the executive head, the governor has as his chief duties the enforcement of law, the appointment of certain officers, the direction of the military and naval forces, the holding of ex-officio positions on a varying number of boards and commissions, and the sending of recommendations to the legislature.

Publications

The literature coming from this office consists of *addresses, proclamations* and *messages*. Often it appears separately, and again parts of it may be included in the journals of the legislative houses. In a few states the output of the governor's office over a long period has been compiled as a separate work. Examples are the *Messages from the governors [of New York]*, which is an eleven volume set covering the years 1683-1906, and the *Messages and proclamations of the governors of Iowa*, which gathers in seven volumes material for the period of statehood as far down as 1902. The Illinois State Historical Library has compiled and published the *Governor's letter books* for the years

1818-34 and 1840-53. Indexes of governors' messages have been prepared in New York and Indiana. Governors' messages are of particular interest since they ordinarily embrace a survey of conditions in the state, a résumé of the work of the various departments, and a forecast of the direction that legislation is likely to take. In some states certain messages of governors are found printed in foreign languages as well as in English. Early messages in Wisconsin, for example, appeared in German, French, Norwegian, Dutch, Bohemian and Welsh. Illinois governors' messages have been published in German, Norwegian and Swedish.

b. Lieutenant-governor

The lieutenant-governor has ordinarily no other function than that of presiding over the upper house, consequently no publications come from his office.

c. Secretary of state

The secretary's duties include ex-officio service on various boards, the keeping of the state archives, the preserving of bills in the original, the issuing of licenses and papers of incorporation, the receiving and filing of election returns and the care of state property at the capital. In some cases also he is the state librarian.

Publications

Reports. The various executive heads, including the secretary of state, report annually or biennially to the governor. The secretary's report is likely to be brief and without special interest except as it includes lists of persons and firms to which licenses and papers of incorporation have been granted.

Minor and special matter. Some secretaries of state publish special lists of state officers, compilations of election and other laws, separate editions of house and senate rules, statistics of election returns and similar current material. A very valuable item sometimes occurring in this group is a list of documents published by the state and available for distribution. (See p. 112 and ff.)

Blue books. These are sometimes issued by the secretary of state, but often by other agencies. As it seems best to classify them as legislative publications they are described on page ²⁷ and following.

d. Treasurer

The state treasurer is the custodian of revenue. He receives and disburses moneys upon order and keeps record of this trusteeship. Service upon various boards is among his duties. In Massachusetts he has the title of "treasurer and receiver-general."

Publications

Reports. The reports sent to the governor by the treasurer are devoted to statements showing receipts, disbursements and the general financial condition of the commonwealth.

e. Auditor

The auditor keeps the accounts of the state, draws on the treasurer for all payments ordered by the legislature, and usually exercises general oversight of all state services which involve finance. He may supervise state funds and investments, levy and collect certain taxes, oversee the financial affairs of counties and cities, and serve ex-officio on certain administrative boards. In some states he is known as the "comptroller," e.g., in New York and California.

Publications

Reports. Auditors' reports consist of more or less detailed statements of the financial transactions in which the various state departments are concerned. They may contain in addition tables showing the amount of assessed property in the state, the resources and liabilities of state banks, registration of bonds, claims against the state, and other financial statistics which are of public interest.

f. Attorney-general

The attorney-general acts as legal counsel for the state officers, represents the state in legal actions, and holds ex-officio positions on various boards.

Publications

Reports. A transcript of opinions rendered is published annually or biennially. The volume frequently contains, in addition to official opinions, schedules of cases and a record of office work. There may be included also a section showing the personnel of the department and a list of the incumbents of the higher positions in

it since its organization. Historical rosters such as this are likely to appear not only here but in the publications of many state departments.

g. Other executive offices

To all intents and purposes the offices named above may be considered as constituting the executive branch. Variations are fairly common, however, due to the lingering of certain administrative functions in this department. For example, Illinois adds a Superintendent of Public Instruction, and Pennsylvania a Superintendent of Public Instruction and a Secretary of Internal Affairs. North Dakota includes a Superintendent of Public Instruction, a Commissioner of Insurance, a Commissioner of Agriculture and Labor, and three Commissioners of Railroads. In New York, on the other hand, the constitution limits the executive arm to the Governor and Lieutenant-governor, and then provides for the election of five other officers in such manner as virtually to give them executive footing. A few states retain an executive council as a survival of colonial days. This varies in form from a mere advisory body to one in which are vested active executive powers. Whatever offices beyond those regularly located there appear in the executive department are likely to issue reports similar to those described above. For data concerning the offices in a particular state reference should be made to the blue book issued by that state; or to the statutes and sections of the constitution bearing upon the offices in question.

VI. ADMINISTRATIVE DEPARTMENT

The agencies classed as administrative have for the most part been created one at a time by legislative act. Each is designed for a distinct service and there is no scheme of organization linking them. It is in this department that the lack of uniformity in state organization is most conspicuous. There is frequent overlapping of functions, certain common state duties are sometimes left to the cities or omitted entirely, and finally there is great variety in the arrangement of the boards which do exist. For example, in Michigan and again in Wisconsin there is a Geological and Natural History Survey under one head, while in Iowa this work is divided between a Geological Board and the Laboratory of Natural History at the State University. In Kentucky agriculture, forestry and immigration are grouped under a single auspices; in Hawaii there is a Board of Com-

missioners of Agriculture and Forestry, and a distinct board to handle problems of immigration; in Minnesota there is a separate division for each of these subjects. Nevada gathers in one bureau three services which elsewhere are often distributed, namely, the work relating to industry, agriculture and irrigation.

The section of the state government scheme which follows is largely hypothetical. It is neither a representation of what exists in any state nor an effort to suggest a frame of government. It is simply a convenient classification by which to group descriptions of state documents. As nomenclature varies throughout the country it will be necessary often to translate the terms here used into those employed in a particular state. For instance, the words *administration* and *control* are often used without distinction as applied to boards which oversee institutions. Again *arbitration*, *conciliation* and *mediation* are all employed by commissions instructed to aid in settling labor disputes.

There is mentioned in the list a class of semi-official bodies which are not a part of the state organization, but which may have affiliation with it. Usually they are incorporated by legislative act. Often they receive an appropriation, and submit their transactions as reports to some executive or administrative department. Examples are the Ohio Humane Society and the Oklahoma Historical Society. Their relation to the state governments is somewhat analagous to that which the American Historical Association bears to the federal government through the Smithsonian Institution.

In view of the lack of uniformity in state organization it is interesting to note that some moves have been made toward systematic grouping of services. For example, Pennsylvania consolidates in a Department of Internal Affairs her Land Office Bureau, Bureau of Assessments and Taxes, Bureau of Industrial Statistics, Bureau of Railways, and Bureau of Standards. Illinois has put many of her welfare and correctional agencies under the direction of a single Board of Administration.

In addition to the agencies listed others may appear from time to time. New services are constantly being recognized. Special commissions are frequently created to meet new or peculiar need. Semi-official organizations without number may ally themselves with the state governments. Associations of state officials are multiplying as the necessity grows for national co-operation in matters of common interest.

Certain publishing offices in the following scheme are listed without discussion of their functions or specific mention of their publications. Some of these are not sufficiently important to require separate treatment. The remainder are adequately defined by their names, by their relations to their respective groups, or by analogy with other offices whose functions and publications are fully described.

Group A. Agencies of education, experiment, research and record

1. Universities and Colleges

In some states the higher educational agencies are grouped in a single institution at one point. In others they are scattered, the technical or industrial branches existing in separate schools with distinct organization. In still other instances two or more colleges doing the same work are aided by the state.

Publications

Catalogs. College and university catalogs contain programs and descriptions of courses, lists of students and faculties, and such other information as is of interest to prospective attendants. Frequently they are supplemented by pamphlet announcements relating to particular departments.

Bulletins and circulars. State universities and affiliated bodies are continually publishing the results of studies made by faculties, students, experiment stations and surveys. These vary in value according to subject and treatment. Usually they are issued in a series which includes the catalog and similar announcements. The arrangement and nomenclature differ in the several states.

Special publications. A few university publications are likely to occur singly. The most common and useful are *histories* and *directories*—these last aiming to present the names and records of all students enrolled at the university from its beginning.

2. Experiment stations

a. Agricultural experiment station

Among the publishing offices of the federal government those of the Department of Agriculture take high rank. Associated with them and contributing to their usefulness are the experiment stations in the various states. These are supported partly by congressional appropriation,

but are administered by the states. Their function is to study the economic and scientific problems relating to farming, and by means of the knowledge thus acquired to further industry.

Publications

Reports. An account of the work of an experiment station is published annually in report form. Articles on various farm problems are sometimes printed as part of this annual report. Usually, however, most of the matter which is of general interest to agriculturalists is put into the form of bulletins and circulars.

Bulletins and circulars. Except that they may differ in periodicity and that bulletins are likely to be lengthier and more exhaustive than circulars it is difficult to distinguish these series from each other. They contain substantially the same kind of matter, dealing with such subjects as cattle breeding, cheese production, farm management, forest planting, insect extermination, bee culture, and soil fertility. Naturally they are of special value in the great agricultural states. Many libraries require experiment station literature from other states as well as from their own. Condensed accounts of the work done at the various stations appear in the serials known as *Experiment station record* and *Experiment station work*, published by the United States Experiment Stations Office.

- b. Engineering experiment station
- c. Entomological experiment station
- d. Mining experiment station

Such bureaus as those last mentioned do in their own fields work analogous to that of the agricultural experiment stations. Accounts of their operations and findings usually appear in reports, bulletins, or circulars, or in all of these series.

3. Surveys and research offices

Many of the states carry on among their regular activities certain investigations which are of great importance to science. Sometimes this work is done by distinct offices, but quite as frequently by bureaus affiliated with the state institutions of higher learning or by private associations which receive state aid. The agencies which commonly

exist may be classified as follows:

- a. Biological survey
- b. Economic survey
- c. Geological survey
- d. Historical survey
- e. Hygienic survey
- f. Soil survey
- g. Water survey

Publications

The records of the surveys take the form of *reports, monographs, surveys, bulletins* and *circulars*. As a rule they are genuine contributions to knowledge, for they represent thorough work which is not duplicated elsewhere. Usually they are carefully edited and in many cases they are splendidly illustrated. Good examples are the following:

ILLINOIS. WATER SURVEY. Chemical and biological survey of the waters of Illinois.

Annual report of the department. Contains illustrations, statistical tables, and articles upon methods of analysis, purification and drainage.

INDIANA. GEOLOGY AND NATURAL RESOURCES DEPARTMENT. An illustrated descriptive catalog of the coleoptera or beetles known to occur in Indiana, with bibliography and descriptions of new species. 1385 pp., O. Bulletin No. 1, 1910.

MARYLAND HISTORICAL SOCIETY. Archives of Maryland. 32v. to date. Q.

A reprint of colonial records. Altho not technically a state department the Maryland Historical Society receives aid from the state and may therefore be classed with the surveys.

NEBRASKA. UNIVERSITY. Studies from the zoological laboratory.
Occasional bulletins based on the research work of the laboratory.

NEW JERSEY. GEOLOGICAL SURVEY. Report on the cretaceous paleontology of New Jersey. 871 pp., Q.

"A complete summary of the forms of life which existed in the seas where these (New Jersey) beds are laid down." A part of the *Annual report* of the State Geologist for 1906, and one of a large set of surveys.

NORTH CAROLINA. GEOLOGICAL AND ECONOMIC SURVEY. Fishes of North Carolina. 453 pp., pls. Q.

A careful and scientific account of every fish that is known to inhabit North Carolina waters.

WEST VIRGINIA. ARCHIVES AND HISTORY DEPARTMENT. Biennial report.

Includes material relating to annals, records and general history which the department has collected and edited.

4. Record offices

a. Library

Some state libraries are law libraries only, while others include documents, archives, historical material, general collections, mus-

eums, or all of these groups. Quite commonly they are built up largely of state documents acquired by the exchange method. Some times they include a legislative reference division and have connection with other library agencies of the commonwealth. In some instances the library distributes a part or all of the documents of its state.

Publications

Reports. Historical matter and bibliographies of particular subjects occur in the reports of some state libraries. In general, however, these reports are valuable chiefly because they include lists of state documents received in exchange, and particularly for the current or complete check-lists of the publications of the home state which they frequently contain. For reference to these lists see pp. 111-28 of this work.

Catalogs. Catalogs of state libraries in book form occasionally appear. These may be of assistance to outlying libraries in applying for inter-library loans. Moreover the entries under state headings may serve as more or less complete check-lists of the publications of the home state and of other states. (see pp. 107 ff.)

Bulletins. Bulletins are published several times a year by some state libraries. They contain bibliographies, items of interest to the library workers of the state, and in a few cases material similar to that issued by legislative reference bureaus (q.v.).

b. Legislative reference bureau*

These bureaus represent a state activity which is closely related to library work. Their function is to furnish the legislatures with such knowledge and data as shall promote wise, effective and uniform law-making. In pursuance of this they gather all available material upon subjects of proposed legislation, classify and arrange it so that it is readily accessible, and frequently compile parts of it in printed pamphlet form. Some bureaus make it a part of their work to draft bills for submission to the houses.

Publications

The material issued by legislative reference bureaus is of several types. There are first bibliographies, such as *Bulletin No. 4* of the

*For a full discussion of legislative reference bureaus see Kaiser, J. B., *Law, legislative and municipal reference libraries*, 1914, pp. 66-233.

Michigan Legislative Reference Department, which deals with employers' liability. Second, there are monographs upon particular topics, examples of which are the *Report on the...archives [of Nebraska]* prepared by the Nebraska Legislative Reference Bureau, and *Comparative legislation bulletin No. 8* of the Wisconsin Legislative Reference Department, which discusses municipal gas lighting. Third, compilations of state laws, constitutional provisions and court decisions upon subjects of state concern are common. The Rhode Island Legislative Reference Bureau, for instance, has printed the measures of the various states relating to the veto power and to suffrage. Finally the publications which have proved most valuable of all are the collections, digests and indexes of literature bearing upon legislation which have been prepared by the Legislative Reference Section of the New York State Library. Specific mention of these and other valuable compilations appears in the list beginning on page 129 of this work.

c. Museum

Most states maintain one or more repositories for such historical and scientific material as are accumulated by the various offices or which come to the capital as possessions of the state at large. *Reports, catalogs, bulletins, lists of accessions* and even *monographs* may be issued by such institutions.

5. Institutions for popular education

a. Education department

State educational machinery shows much variety in organization. Its powers and duties differ in the several states, but there is general tendency to broaden its authority. Usually there are two agencies working in greater or less conjunction with each other. The first of these is the state board of education. This is established sometimes by constitution, but more frequently by statute. Its members may be elected, as in Michigan; appointed by a popularly elected state superintendent of free schools, as in West Virginia; designated by the governor, as in South Carolina; or built up of ex-officio members who either alone or with other elected or appointed members compose the board. In such case as the last appointment is likely to proceed from the legislature or from one of its houses. The powers of such boards vary greatly, but are seldom to any great extent administrative. They

include such work as the "custody of state funds, general oversight of education, the government of certain state institutions, the election of a state superintendent, selection and even publication of text books, examination and certification of teachers, and formulation of rules for the immediate management of schools." Other important duties assumed by boards in some cases are the decision of controversies, the administration of normal schools, the holding of institutes, the appointment of agents to enforce school laws, and the exercise of general advisory functions. The boards usually consist of not less than three and not more than twelve members. The second agency is the superintendent of public instruction, sometimes known as "secretary of the state board of education," "superintendent of common schools," "superintendent of public schools," or "commissioner of public schools." This officers now appears in all states but Delaware. In most states he is popularly elected. Elsewhere he is appointed, either by the governor, by the legislature, or by the board of education. His duties are to gather information concerning the school systems of the state, to act as arbiter and advisor in matters involving school officials, to exercise general supervision, to urge what policies seem wise relating to the schools in general, and finally to distribute apportioned state moneys, certify teachers, manage institutions, and hold institutes. Probably no state assigns to its superintendent all of these duties, but every superintendent has some of them. The relation of the superintendent to the board of education varies. It depends upon the manner of appointment and upon the status and duties of each. Usually the superintendent may be regarded as an executive officer acting either for or in accord with the board.*

Publications

Reports. Periodic reports may be issued by the board of education, by the superintendent of public instruction, or by both. In most states, however, the important reports come from the superintendent's office. Their content in any particular case will be determined largely by the functions of the officer in that case. As the supervisory duties predominate many of the publications consist mainly of résumé reports sent in by state educational institutions and local school officials,

*This statement concerning state educational agencies is condensed from Dutton & Snedden, *Administration of public education in the United States*. Macmillan, 1912, pp. 63-72.

supplemented by statistical tables concerning school attendance and maintenance. Other reports are much broader in scope, the aim being not merely to record work done but to present material bearing on educational conditions and progress. In Massachusetts, for example, the school report has of recent years consisted of the report of the Commissioner of Education, who is an appointee of the Board of Education, a detailed account of the work of the Board, and an abstract of the school returns. The non-statistical sections are notable for such material as the legislative act relating to vocational training, a report to the Legislature on industrial education, a Special Agent's report on the teaching of mathematics in high schools, and institute addresses dealing with certain phases of normal training and art education. The New York report presents an annual survey of a state school system in which supervision has been thoroughly developed and in which considerable centralization has been achieved. Recent numbers have consisted of articles prepared by the chiefs of the following divisions:

1. Elementary education
2. Secondary education.
3. Higher education.
4. State library.
5. State museum and science.
6. Administration.
7. Compulsory school attendance.
8. Educational extension.
9. Examinations.
10. History.
11. Inspections.
12. Library school.
13. Public records.
14. School libraries.
15. Statistics.
16. Visual instruction.
17. Vocational schools.

In addition to the division reports there appear:

1. Decisions of Commissioner of Education.
2. Summary and financial statement.
3. Tables and statistics.
4. Journal of the Board of Regents of the University.
5. Index.

Sometimes other matter is found. The 1911 report, for instance, lists the department's publications for the year and includes a monograph entitled *Religion, morals, ethics and the schools*. The Massa-

chusetts and New York reports represent the best type of board of education publications. The Connecticut report is likely to be of peculiar interest to libraries. The Public Library Committee, corresponding to the library commissions in other states, is under the Board of Education and has charge of library extension work. Its report is included in that of the Board of Education. The 1910-11 number includes selected and annotated lists of new books recommended for libraries. Some of the Connecticut school reports also have features which would ordinarily be expected in bulletin form. The 1905 number, for example, prints Mabel Osgood Wright's *Year with the birds*, a 140-page illustrated guide to the birds of Connecticut. The 1904 issue publishes the state school laws.

The following list indicates the form and periodicity of the various reports, and suggests something as to the educational department organization in the several states. The corporate entry phrase in each case represents the official nomenclature:

Alabama. Dep't. of education. Annual report... by [the] Superintendent of Education.

Year ends Sept. 30.

Arizona. Sup't. of public instruction. Annual report...

Period ends June 30 of even year.

Arkansas. Sup't of public instruction. Biennial report...

Biennial period ends on Oct. 31 of even year.

California. Sup't. of public instruction. Biennial report...

Period ends June 30 of even year.

Colorado. State sup't. of public instruction. [Biennial] report...

Period closes Nov. 30 of even year.

Connecticut. Board of education. [Biennial] report...to the Governor, together with the report of the Secretary of the Board and the report of the Connecticut Public Library Committee.

Period ends July 14 of even year.

Delaware. State board of education. [Biennial] report...with statistics...

Report should appear about the beginning of odd year.

Florida. Sup't. of public instruction. Biennial report...

Period ends June 30 of even year.

Georgia. Dep't. of education. Annual report...to the General Assembly...

Year ends Dec. 31.

Hawaii. Sup't. of public instruction. [Biennial] report...to the Governor.

Period ends Dec. 31 of even year.

Idaho. Dep't. of education. Biennial report of the Sup't. of Public Instruction...

Period ends Dec. 1 of even year.

Illinois. Sup't. of public instruction. Biennial report...

Period ends June 30 of even year.

Indiana. Dep't. of public instruction. Biennial report of the State Sup't. of Public Instruction...

Period ends July 31 of even year.

Iowa. Dep't. of public instruction. Biennial report...to the Governor...

Dept. of Public Instruction has oversight of elementary and high schools. Period ends June 30 of even year.

Iowa. State board of education. Biennial report...to the Governor and the...General Assembly.

Board of Education supervises institutions of higher and special education. Period ends June 30 of even year.

Kansas. State sup't. of public instruction. Biennial report...

Period ends June 30 of even year.

Kentucky. Sup't. of public instruction. Biennial report...

Period ends June 30 of odd year.

Louisiana. State sup't of public education. Biennial report...to the Governor and to the General Assembly...

Period ends in June of odd year.

Maine. State sup't. of public schools. [Annual] report...

Year ends June 30.

Maryland. Dep't. of public education. Annual report showing condition of the public schools of Maryland...

Year ends July 31.

Massachusetts. Board of education. Annual report...

Period coincides with calendar year.

Michigan. Sup't. of public instruction. Annual report...and accompanying documents...

Year ends June 30.

Minnesota. Sup't of public instruction. Biennial report...

Period ends July 31 of even year.

Mississippi. State sup't. of public education. Biennial report and recommendations...to the Legislature.

Period ends in June of odd year.

Missouri. State sup't. of public schools. [Annual] report of the public schools of the state of Missouri.

Period ends June 30.

Montana. Sup't. of public instruction. Biennial report...

Period closes Aug. 31 of even year.

Nebraska. State sup't. of public instruction. Biennial report...to the Governor...

Period ends in January of odd year.

Nevada. Sup't. of public instruction. Biennial report...

Period coincides with calendar year.

New Hampshire. Sup't. of public instruction. [Biennial] report... upon the public schools of New Hampshire.

Period ends July 15 of even year.

New Jersey. State board of education. Annual report of the State Board of Education and of the Commissioner of Education... with accompanying documents.

Year ends June 30.

New Mexico. Sup't. of public instruction. Biennial report...to the Governor...

Period ends June 15 of even year.

New York. Education dep't. Annual report...

Year ends July 31.

North Carolina. Sup't. of public instruction. Biennial report...to [the] Governor...

Period ends June of even year.

North Dakota. Sup't. of public instruction. Biennial report...to the Governor...

Period ends June 30 of even year.

Ohio. State commissioner of common schools. Annual report...to the Governor...

Year ends Aug. 31.

Oklahoma. State sup't. of public instruction. Biennial report...together with the...report of the Board of Education...

Period ends June 30 of even year.

Oregon. Sup't. of public instruction. Biennial report...to the Legislative Assembly.

Period ends June 15 of even year.

Pennsylvania. Sup't. of public instruction. [Annual] report...

Year ends July 1.

Rhode Island. State board of education. Annual report...together with the...annual report of the Commissioner of Public Schools...

Year corresponds with calendar year.

South Carolina. State sup't. of education. Annual report...

Year ends June 30.

South Dakota. Sup't. of public instruction. Biennial report...

Period closes June 30 of even year.

Tennessee. State sup't. of public instruction. Biennial report...to the Governor...

Period ends June 30 of even year.

Texas. State dep't. of education. Biennial report...

Period ends Aug. 31 of even year.

Utah. Sup't. of public instruction. [Biennial] report...

Period ends June 30 of even year.

Vermont. Sup't. of education. Vermont school report, made...to the General Assembly...

Appears biennially, the period ending in June of even year.

Virginia. Sup't. of public instruction. Biennial report...with accompanying documents...

Period ends June 30 of odd year.

Washington. Dep't. of education. Biennial report of the Sup't. of Public Instruction...

Period ends June 30 of even year.

West Virginia. State sup't. of free schools. Biennial report...

Period ends June 30 of even year.

West Virginia. State board of regents. [Annual] report...

The Board of Regents has "control of the purely educational phases of the management of the state educational institutions," as distinguished from the general administrative oversight exercised by the office of the State Superintendent of Free Schools. Year ends Sept. 30.

Wisconsin. Dep't. of public instruction. Biennial report...

Period ends June 30 of even year.

Wyoming. State sup't. of public instruction. Biennial report...

Period ends April 30 of even year.

Bulletins and other publications. Beside what is put into the annual or biennial reports much valuable matter is edited and issued by the education departments. It includes:

COMPILATIONS of illustrations, articles, bibliographies and prose and verse selections designed to aid teachers in preparing holiday programs. Examples are the Illinois *Corn day annual* and the Pennsylvania *Arbor day annual*.

MANUALS of study courses, e.g., the *Courses of study for accredited high schools* which appears in Montana, and the *Michigan State manual and course of study for the district schools*.

COLLECTIONS of the laws relating to schools, representatives of which are *Georgia school laws and decisions* and *Public school laws of Louisiana*.

DIRECTORIES, such as the *Indiana Directory of school officials*, the *Wisconsin Official school directory* and the *West Virginia Educational directory*.

ANNOUNCEMENTS, which are subject either to general or to restricted distribution, and which may be either irregular or periodical in appearance. Some are of interest only to isolated classes, as is the case with the Kentucky bulletin entitled *Examinations and certificates*; others are a medium for reaching all the people of the state. The *Illinois Educational press bulletin*, for instance, is sent monthly to all school superintendents, school principals and newspapers in the state, and to all individuals who request it. Its function is to carry news concerning education and the educational machinery to the officers and patrons of the schools and to the tax-payers.

PAMPHLETS, which deal with special subjects of investigation or aim to give publicity to particular matters. Types of these are several Kentucky bulletins, e.g., the *County teachers' institute manual*, *Library bulletin*, *Consolidation and transportation* and *Public health*.

Usage varies so widely in the several states that it is not possible even roughly to classify this material according to the form in which it appears. Some states publish profusely, others very spar-

ingly. Some issue many series, others few. A topic which is treated in a bulletin in one commonwealth may elsewhere have no connection with a series, or may be ignored entirely. The series most commonly found are bulletins, circulars and press bulletins, and the most common single titles are the directories. The paragraphs above indicate what may be expected from an educational department, however. Requests sent to the departments will bring information about the form of the material, and usually the documents themselves.

The grouping of documentary material and the manner of its issue described in connection with the educational departments is largely typical of other administrative branches also. Practically all of the numerous state offices publish annual or biennial reports. Many of them issue several other series. The outline offered in this section will therefore suggest what may be expected from the other departments, together with the form in which it is likely to occur.

b. Schools

Normal schools occur in many states, and schools for particular classes or races in some. Their *reports* and *catalogs* are likely to be of value in much the same way as are those of the state institutions of higher education.

c. Library commission

The aim of a library commission is to help in establishing libraries and to aid libraries already existing by counsel, by the loan of book collections, by the promoting of professional meetings and by the dissemination of such information as is of interest to library workers.

Publications

Reports. These usually contain résumés of the commission's work, statistics of library conditions, and articles and illustrations bearing upon the state's library activities. Brief notes regarding particular libraries are sometimes included. The Massachusetts and Wisconsin commissions publish particularly good reports.

Bulletins. Monthly or quarterly leaflets are sometimes published for the purpose of announcing meetings, describing methods, and advising as to book purchases and matters of policy. Information concerning the official publications of the home state is sometimes included. For mention of this see the bibliographical list beginning on page 112 of this work.

6. Semi-official organizations

Associations which are of private origin and management but which receive aid from the state are conspicuous in connection with this group. Their *reports* and *transactions* are likely to be of much value. Examples of such organizations are:

- a. Academy of science
- b. Historical society
- c. Teachers' associations

Group B. Agencies for the care of public health

1. Health department

Health departments have general oversight of quarantine, registration of births and deaths, statistics of diseases, sanitation, and sometimes of sewage and garbage disposal. In some cases they regulate the medical profession and medical education, and issue certificates for the practice of the several branches of medicine. They vary in make-up and in authority to enforce rulings, but almost invariably have investigative and supervisory functions.

Publications

Reports. The most constant features of the annual reports are the accounts of department operations and the tables of vital and disease statistics setting forth health conditions. There may be added articles upon hygiene, sanitation, disease prevention and medical investigation. Proceedings of the board are also sometimes included.

Bulletins, circulars and other publications. As regards content there is little to distinguish these series from the annual reports. In the several states they vary widely in regularity and form.* They are designed for rather general distribution,

*An extended committee report upon the publication of state board of health bulletins appears in the *Proceedings of the 27th annual meeting of the conference of state and provincial boards of health of North America, 1912, pp. 131-36*. The nature and purposes of the bulletins are discussed, and a tabular statement describes them. The following paragraph is taken from the report. "In...31 states monthly, bi-monthly or quarterly bulletins are issued. In nine states quarterly bulletins are issued; in two states the bulletins are issued bi-monthly; in eighteen states there is a monthly publication; and in two states...monthly and quarterly bulletins are issued. The special bulletins...are usually pamphlets relating to the prevention and control of certain communicable diseases, and are distributed...especially when disease is epidemic in the state."

and are notable mainly as a medium for spreading information regarding disease prevention and related topics. For instance, *Publication No. 77* of the Florida board is devoted to the house-fly, *Circular No. 94* of the New Jersey board treats communicable diseases of animals, while the November, 1913 *Bulletin* of the New York board contains among other articles the reports of various divisions of the board, a review of the Rochester health report, and an illustrated statement describing the use of models in a sanitation exhibit.

2. Examining boards for the medical and related professions

The agencies grouped under this head stand midway between the health department, which frequently assumes some of their duties, and those boards which regulate trades and professions other than the medical. The variation in usage at this point is suggested by the fact that in Michigan the examining of physicians is conducted by the Board of Registration in Medicine, while in Iowa it is done by the Board of Health. As a rule each board issues an annual report containing a list of licensees, but publishes no other literature.

- a. Board for examination in embalming
- b. Board for examination in medicine
- c. Board for examination in nursing
- d. Board for examination in optometry
- e. Board for examination in osteopathy
- f. Board for examination in pharmacy

3. Semi-official organizations

Such bodies as those named below may be found working toward the general ends of the public health group. The *proceedings* of their meetings may be useful as supplementing the publications of the strictly official agencies.

- a. Associations of health officials
- b. Medical societies

Group C. Agencies of charity and correction

The many public instrumentalities for the treatment of crime, poverty, disease and delinquency are often collectively described as the "charities and correction" group. They are variously administered. In some commonwealths each institution is conducted by a board appointed for that purpose alone. In states where centralization of such services has begun many of the units are under a single commission known as a *board of administration* or *board of control*. There may

be also a supervisory body whose duty it is to oversee and inspect. In any case the actual operation of institutions is left to superintendents, who theoretically at least are men of training and fitness for their special work.

The movement in the field of sociology represented by these "charities and corrections" services is rapid and important. The record of a state's contribution to it can usually be found in the publications of whatever board has general oversight of the various services. These publications are mainly in the form of reports, tho bulletins may be issued. Often they are accompanied by statistical data, by records of investigation, or by experts' monographs.

The tabulation following shows the range of agencies in the group. Separate reports are usually published by each, but these are of minor interest from the library standpoint.

1. Institutions of refuge and relief

- a. Agencies for care of neglected children
- b. Asylums for insane
- c. Homes for defectives
- d. Homes for epileptics and feeble minded
- e. Homes for the aged
- f. Hospitals
- g. Infirmarys
- h. Offices for administering pensions and aid
- i. Sanitariums
- j. Schools for delinquents
- k. Soldiers' and sailors' retreats

2. Institutions of correction

- a. Colonies
- b. Pardon boards
- c. Parole boards
- d. Penitentiaries
- e. Probation boards
- f. Psychopathic institutes
- g. Reformatories

3. Agencies of prevention

- a. Drama and film censorship board

4. Semi-official organizations

- a. Charities and correction conferences
- b. Humane societies
- c. Prison associations

Group D. Agencies for licensing trades and professions

The states now set up standards for several vocations and issue credentials to those who meet the requirements. Usually there is a separate board to oversee each trade or profession concerned. The publications of these boards consist of reports of work done and lists of persons to whom certificates have been granted. The common bureaus are:

1. Board for examination in accountancy
2. " " " " architecture
3. " " " " barbering
4. " " " " dentistry
5. " " " " horse-shoeing
6. " " " " law
7. " " " " mine-working and inspection
8. " " " " pilotage
9. " " " " private detective work
10. " " " " veterinary practice
11. Semi-official organizations

Societies growing up in connection with the various professions sometimes assist in regulation. The published records of their meetings will be found to indicate the range of their work and may have important bearing upon the work of the official boards. Examples are:

- a. Architectural societies
- b. Associations of accountants
- c. Bar associations
- d. Dental societies
- e. Veterinary medical societies

Group E. Agencies for the promotion of industry**1. Agriculture department**

The state agriculture departments may be taken as a type of the numerous bodies designed to promote an industry or group of industries. They vary in constitution from a single commissioner to large boards. Their functions vary from a mere encouragement of production to active control of certain phases of it. In general they aim to further agriculture thro meetings, institutes and fairs, to investigate plant and animal diseases and apply measures to eradicate them, and to enforce laws relating to agricultural and dairy products. In a few cases they administer agricultural colleges and experiment stations.

Publications

Reports. The chief report material consists of a record of the department's work, the transactions of its meetings, collections of articles upon agricultural subjects, and statistics touching the state's agricultural conditions. Sometimes the reports take "year-book" form, a conspicuously valuable volume of this nature being published by Kansas.

Bulletins and circulars. In addition to the annual publications of an agriculture board there may be issued bulletins and circulars designed to carry statistics, announcements and general news.

2. Farmers' institutes

The name "farmers' institute" is loosely applied both to certain agricultural assemblies and to the boards which promote them. The assemblies are held at various points. They discuss the science and methods of farming and the various social problems and movements having to do with the improvement of rural life. This means that they consider on the one hand soils, fertilization, diseases, breeding and similar subjects related to remunerative production, and on the other hand treat such matters as sanitation, home environment, good roads, personal hygiene and household economics.

Publications

Reports of farmers' institutes contain minutes, proceedings and transactions of the agricultural assemblies. Often they include also a record of the work of the board which arranges the assemblies. The sections of greatest value in such publications are the addresses of experts and of practical farmers. These speeches may represent the entire transactions of the meetings, or may consist only of such selections as space permits. In many states institute work is so extensive as to make full report impossible.

3. Dairy commission

Somewhat similar to the agriculture department are certain agencies which carry on a kindred work in related fields, and others which take over individually some of the duties ordinarily falling to the agriculture department. The dairy commission and the boards named below are types of these. Reports and bulletins telling of the department's work and bearing information concerning matters in its field are the usual publications of each:

4. Horticulture board
5. Live stock commission
6. Weather and crop service
7. Semi-official organizations.

The movement of recent years for organization among producers has meant the rise of many bodies which supplement the work of the agencies discussed above, some of which in turn receive encouragement from the state. The societies named below are instances. The business and addresses of their conferences are often printed in the form of *proceedings*.

- a. Agricultural societies
- b. Bee-keepers' associations
- c. Breeders' associations
- d. Cheese-makers' associations
- e. Dairymen's associations
- f. Farmers' clubs
- g. Granges
- h. Home-makers' conferences
- i. Horticultural societies

Group F. Agencies for the control of public utilities, commerce and manufactures

The states are increasingly free to supervise industrial enterprises which hold a monopoly of certain public services or which vitally affect public welfare or safety. Since many phases of this work require specialized or even expert ability distinct agencies are usually created to handle them.

1. Bank commission. This may embody general oversight of the banking business and all related interests. It is not uncommon, however, for separate boards to be given the control of trust companies, safe-deposit companies, and building and loan associations.

2. Corporations bureau. Altho offices by this name appear in a few states (e.g. Virginia and North Carolina) the duties performed by them relate chiefly to railroads and allied public service corporations. See therefore the discussion under *Public utilities commission* below.

3. Food inspection board. In order that foods may reach the consumer in pure and sanitary form it is necessary to guard the conditions of their manufacture and handling. This work is done usually by a commissioner or board which employs a chemist and inspectors.

4. Insurance commission. Rigid regulation of the insurance business is commonly provided for. It involves not only the supervision of home companies but of all concerns doing business within the state.

5. Liquor commission. States which countenance the liquor traffic frequently attempt to control it. This means ordinarily that a body is constituted to issue and revoke licenses and to see that laws bearing upon the subject are observed. In New York this is done by a Commissioner of Excise. Prohibition states may delegate boards to see that the liquor law is executed, an example of which is the Enforcement Commission in Maine.

6. Mines department. The work of a mines department is akin to much of that done by a labor department. On the other hand it relates to the control of corporations. It includes in a general way the oversight of mineral production and the enforcement of laws touching the welfare of miners and the interests of mine owners and operators. It may all be done by one central agency or it may be distributed among several offices for the separate inspection of gas and oil wells, and of coal, salt and ore mines.

7. Public utilities commission. Altho the long realized need of railroad regulation has led in many states to the establishment of distinct commissions for this purpose there is a tendency to control with one set of machinery the various agencies which furnish heat, light, transportation and communication. These include heating plants, lighting systems, railroads, warehouses, steamship lines and telegraph and telephone companies. The need of supervision here arises because public services of the highest importance are in the hands of private monopolies.

8. Racing commission. The control of racing and attendant activities is almost as much a problem in some places as is the restriction of the liquor traffic. Accordingly racing commissions have grown up.

9. Weights and measures commission. An analogy may be traced between the food inspection boards, which seek to insure the purity of foods, and the inspectors of weights and measures, who aim to compel adherence to the legal standards of measurement. The power of these two agencies to safeguard the nutrition and therefore the health of communities can not easily be overestimated.

Publications

Reports. Reports constitute the chief regular documents of these bureaus. Bulletin series are usually wanting, altho there are such exceptions to this rule as the *Reports and orders* of the Public Service Commission of New Hampshire and the *Monthly bulletin* issued by the Dairy and Food Division of the Pennsylvania Department of Agriculture. Since much investigating and much gathering of statistical matter is done in the several offices the reports are frequently bulky and exhaustive. Collectively they would be regarded as sources of information upon such topics as the financial condition of a given bank, the amount of insurance which a given company has in force in the state, the record of a building and loan association, the dividends paid by a telephone company, the results of analysis of a baking powder or other food product which has come under examination. Quite frequently the state laws creating a bureau or prescribing its work will be found in the report of that bureau.

Maps. Among the most valuable of all state publications are state maps. These are issued most commonly by the railroad commissions, as is the case for example in Mississippi, Louisiana and Nevada. In Oklahoma a map has been prepared by the Corporations Commission, in Missouri by the Railroad & Warehouse Commission, and in Nebraska by the Board of Transportation. It should be said that the publication of maps is not invariable with the group of services here considered, nor is it restricted to this group. In Tennessee, for instance, a map has been prepared jointly by the Department of Agriculture and the Bureau of Immigration, in Missouri by the Labor Statistics Bureau, and in Illinois by the Geological Survey. In Missouri and Illinois there are railroad maps as well as those mentioned. The character of a given map is determined naturally by the nature of the bureau which prepares it and the purpose for which it is intended.

Special publications. In this as in other departments there are likely to appear from time to time important publications which have no connection with a series. Examples are:

MICHIGAN. DAIRY AND FOOD DEPARTMENT. Foods and food values. n. d. 29 pp.

MISSOURI. PUBLIC SERVICE COMMISSION. Rules of practice and procedure and forms governing matters before the commission. Adopted April 24, 1913. Effective May 1, 1913. 35 pp.

10. Semi-official organizations. Certain bodies of more or less private nature are related to this group and issue publications which may be of value as supplementing the literature of strictly official origin. Instances of the societies in question are:

- a. Bankers' associations
- b. Chambers of commerce
- c. Industrial combinations

Group G. Agencies for dealing with labor and allied matters

The problems which arise in connection with labor and its employment call for the exercise of state authority in several directions. The bureaus concerned in this may well be considered as constituting a *Labor department*. Their collective duties involve the study of working conditions, the gathering of statistics relating to labor and industry, the enforcement of laws bearing upon the welfare of workers, the urging of labor legislation, the maintenance of employment bureaus, the aiding of immigrants, and the settlement of disputes between employers and their help. These functions may all be vested in a single Labor Bureau, Industrial Statistics Bureau or similarly named department, or they may be assigned in part to such agencies as the following:

- 1. Arbitration board
- 2. Employment bureaus
- 3. Factory inspection bureau
- 4. Immigration board
- 5. Industrial welfare commission
- 6. Statistics bureau
- 7. Workmens' compensation commission

Publications

Reports. The work of these agencies, whether of the large general departments or of the lesser bureaus, is usually reviewed in annual or biennial reports. With these may be included special studies or articles bearing upon the subject with which the bureau deals. An illustration is the annual report which the Bureau of Industrial Statistics of Pennsylvania submits to the Secretary of Internal Affairs. The volume for 1912 consists of one section devoted to recommendations, special articles and general statistics, and another given to "Special studies and investigations concerning industrial and sociological conditions" of various communities in the state. The first biennial report (1911-12) of the Maine Labor and Industry De-

partment contains beside the regular matter a directory of trade unions, a compilation of the labor laws of the state, and an article entitled "Industrial conditions in the Maine woods." With it is also bound the separate report of the State Board of Arbitration and Conciliation. The *Red book* issued by the Missouri Bureau of Labor Statistics is a compendium of statistical and descriptive information about labor and industry. The annual report of the Ohio State Board of Arbitration is a good example of a report covering one division of the labor field. It contains a record of the Board's work in adjusting industrial differences, and the laws of Ohio and of the Dominion of Canada relating to labor disputes.

Bulletins. Matter designed for immediate or general circulation is in some states put into bulletin form. The Massachusetts *Labor bulletin*, for instance, contains labor news, compilations of laws and court decisions affecting labor throughout the country, and articles such as that entitled "The immigrant population of Massachusetts," which appeared in the number for January, 1908.

Other publications. Unusual series appear here and there, such as the *Annual industrial directory of New York state*. Single titles belonging to no series are also fairly common, e.g. the *Special report on prison labor* issued by the Ohio Bureau of Labor Statistics in 1902.

8. Semi-official organizations

Types of non-official organizations which classify here and which may produce useful literature are the following:

- a. Immigration leagues
- b. Labor unions

Group H. Agencies for public safety

The states provide laws and maintain various offices for the safeguarding of life and property.

1. Adjutant-general's department. This department supervises the military forces of the state, including the national guard and the naval militia. It exercises general charge at all times, and musters the forces when they are called to quell disorder or to act as an adjunct to the United States army.

2. Building inspection department. This is in part a theoretical office, as its work is commonly combined with that of the fire marshall or department of factory inspection, or distributed among

agencies of related function. Again, its duties are often left largely to the municipalities. State legislation is frequently found, however, having to do with inspection not only of factories and of buildings in general but of boats, boilers, hotels and tenement houses. The existence of such legislation implies boards to enforce it.

3. Fire-marshall's office. Some states maintain departments to investigate fires and to enforce laws designed to prevent them. Naturally their duties overlap those of the building inspection branches.

4. Police department. While the state police force is unusual it is not unknown. Examples of it are found in Connecticut and Nevada.

Publications

Most of the material coming from these offices is in the form of reports. It consists largely of routine or statistical matter, altho the report of an adjutant-general may include a military roster or directory as is the case in South Carolina and Massachusetts, while that of a fire-marshall may embrace illustrations showing dangerous conditions of buildings and premises, articles bearing upon fire prevention, and the state law governing the department.

Group I. Agencies for the care of public resources and properties

As a matter of course a state government takes custody of many public possessions and assets. Some of these, such as the capitol and certain special funds, it acquires as part of the administrative machinery. Some come to it by reason of expenditure made to enhance physical features such as highways and water sources. Still others consist of certain forms of natural wealth over which the state assumes trusteeship, such as forests and game. The offices which supervise these properties constitute a long list. In function some will be found to overlap each other, while others are closely related to agencies treated under other heads (cf. Conservation Commission and Mines Department. They may be enumerated as follows:

1. Architect
2. Buildings and grounds department
3. Canals commission
4. Conservation commission
5. Fish commission
6. Forestry commission
7. Funds commission
8. Game commission

9. Harbors commission
10. Highways and bridges commission
11. Humane officer
12. Internal improvements commission
13. Irrigation and drainage commission
14. Land office
15. Public works commission
16. Reclamation commission
17. Reservations and parks commission
18. Riparian properties commission
19. Water supply and power commission
20. Waterways commission

Publications

Reports are the chief publications of this group, and are likely to exhibit a variety of matter bearing upon their fields. For example, a recent report of the Wisconsin Commissioners of Fisheries contains a résumé account of work done, a financial statement, an article telling of the distribution and planting of fish within the state, and a technical paper. The report of the Forester of the same state for 1905-06 included a record of the work of the office, a summary of forest fires, a statement of forest policy, and articles upon re-forestation, waste in lumbering, and the state fire warden system. The Virginia Highway Commissioner in 1913 put into his report a résumé of work, and statements showing the road improvement and bridge work done in each county.

21. Semi-official organizations

Semi-public bodies also sometimes interest themselves in the work of this group. As they naturally enlist the interest of experts and of public-spirited persons their conference proceedings are likely to include valuable papers as well as the record of important movements. The following are types of these organizations:

- a. Conservation congresses
- b. Highway engineers' associations
- c. Humane societies
- d. Internal improvement associations
- e. Water supply associations

Group J. Agencies supervising public service

Certain services of the state and of the governmental units within the state require oversight by agencies other than those directly concerned with their administration.

1. **Accounts commission.** There sometimes occur boards competent to review financial transactions to which the state is a party and to make adjustments where claims of error are substantiated.

2. **Civil service commission.** Many states have followed the national government in designating boards to regulate the examination, appointment and service of a large proportion of the state employees.

3. **Printing commission.** The extent to which the various processes of collecting, editing, printing, binding and distributing official literature are carried on by a central agency is by no means fixed. The laws governing public printing in the various states determine this. Some office of combined supervisory and administrative functions, however, usually exists.

4. **Public offices commission.** Some states appoint a board to oversee and inspect public offices in counties, cities, towns and townships. Its duties are in the main those of an auditing committee, the purpose being to subject the financial activity of local officials to the scrutiny of a state authority.

5. **Tax commission.** Since state taxes are collected by local authorities some central arbiter is necessary to insure fair distribution of assessments among the counties of the commonwealth. This is known variously as Board of Equalization, Board of Revenue Commissioners, and Tax Commission.

6. **Uniform legislation commission.** Within a few years there have been appointed in many states boards whose object is to bring about the adoption of uniform laws on such subjects as demand concerted policy throughout the union. The importance of this is illustrated by the fact that the efforts of one state to regulate the manufacture of foods may easily be vitiated by the weakness of food laws in other commonwealths, and by the fact that the statutes affecting marriage and divorce differ so widely as to render the status of domestic relations uncertain.

Publications

In general the publications of this group consist of reports and statistics dealing with department work. The important exceptions are the reports of civil service commissions and of the commissions on uniform legislation. The first of these are valuable in a library

chiefly because of the help they offer to applicants for positions. They are likely to include the civil service laws and regulations, lists of examination questions, and rosters of employees. The reports of the commissions on uniform legislation frequently contain drafts of model acts proposed by the National Conference of Commissioners on Uniform State Laws.

7. Semi-official organizations. Related to this group are associations of state officials. Such societies may be maintained in the interest of all the office-holders in a particular state, or for the benefit of employees of a particular service in the several states. When established and conducted on a proper basis these bodies are naturally much concerned with matters of public interest, consequently their *Transactions* may be of considerable value in the study of political and social problems.

Group K. Agencies of a special nature

Some commissions belong to none of the usual groups of administrative services. Those rather rare boards which concern themselves with purely local affairs are one type:

MASSACHUSETTS. Charles river basin commission.

NEW YORK. Commissioners of water-power on the Black river.

RHODE ISLAND. Commissioner of the Providence & Worcester railroad.

Again, temporary boards are commonly created to deal with particular tasks or conditions. They may be designed either to investigate or to administer, and according as their functions vary they are likely to consist of experts or of men of general experience. They may be responsible either to the legislature or to the governor. Instances are the following:

CALIFORNIA. World's fair commission (1891-93.)

CONNECTICUT. Special commission for life insurance companies (1878.)

NEW YORK. Palisades commission (1895-96.)

PENNSYLVANIA. Commission to revise and codify the anthracite mining laws (1911- .)

Finally there may occur in any state peculiar boards dealing with isolated subjects. Careful watching of news from the state capital will keep one advised of their appointment.

Publications

Permanently constituted boards usually publish annual or biennial reports and sometimes issue other series. Record of the work and conclusions of temporary commissions appears in final reports and occasionally in preliminary reports. Some of the literature produced by temporary commissions is of the highest value. Conspicuous examples are the exhaustive findings regarding the high cost of living which a Massachusetts commission submitted in 1910, and the detailed proposal for the re-organization of the Illinois state government made as the result of a special committee's study in 1914-15. Announcements concerning contemplated reports of such commissions and the probably dates of their appearance are often to be found in *Special Libraries* (see p. 104).

OTHER PUBLISHING OFFICES

A considerably longer list of departments might be prepared if an attempt were made to include all that have appeared in all the states. It seems reasonable to stop with those that are commonly found, however, mentioning them in such groupings and under such titles as conform to general usage. It may be taken for granted that where a department exists it issues an annual or biennial report and possibly other literature touching its work and subject. For a correct list of departments in a given state reference should be made to the blue book published by that state, while knowledge of their publications is to be gained by use of the bibliographies mentioned on pp. 103 ff. of this work.

COLLECTED EDITIONS OF DOCUMENTS

The publications of the various state offices are most commonly distributed in separate form. Beside this departmental edition, however, some states gather the material from a large number of publishing offices and bind it together in one or more volumes as a collected edition. This is made up largely of department reports and legislative journals, and frequently bears a title which classes it in a series of legislative documents. Examples are:

CONNECTICUT. Public documents of the state of Connecticut.

IOWA. Legislative documents submitted to the General Assembly.

INDIANA. Documentary journal

NEW YORK. Documents of the assembly.

NEW YORK. Documents of the senate.

SOUTH CAROLINA. Reports and resolutions of the General Assembly.

SOUTH DAKOTA. Public documents.

VIRGINIA. Annual reports of officers, boards and institutions.

This edition is usually bulky in size and limited in number. Ordinarily it has no general index, and exhibits little system in the arrangement of contents. It is indispensable, however, in libraries which require complete sets of the documents of a given state, or which are building up large document collections. In other instances the departmental edition may often be preferred because of the greater ease with which its parts may be catalogued and arranged on the shelves according to subject.

THE TREATMENT OF STATE DOCUMENTS IN LIBRARIES

Once a state document is in the library it should be treated as would any other book. It has peculiarities of form, and its disposition is less simple than that of a work with regular author entry. Perplexities may arise also because of the extent to which publications from the various commonwealths differ in make-up and scope. Each document has to do with some subject, however, and should be so located as readily to be available to those seeking information upon that subject. Again, it will be sought through the catalog, and should therefore be made accessible by means of ordinary catalog entry.

It need hardly be said that all state documents should be regularly classified. While there are a few states which assign a serial number to their official publications this number is not designed to determine shelf arrangement and would have no value in such connection. When classification has been settled there naturally arises the question of selecting the clearest and most economical cataloging form. This involves the adoption of practical principles of corporate entry and cataloging. Only those points in which the cataloging of a document differs from that of other books will be touched here.

Some details of corporate entry must be settled by the cataloger with regard to local usage and personal preference. A few rules, however, are fairly fixed. In virtually every instance the state is to be considered as the author of its official publications. The name of the government department which issues a particular document should be used as a sub-heading, e.g., *Michigan. Insurance department.* The name of a subordinate bureau or office likewise should appear as a sub-heading, the name of the department to which it belongs being omitted, e.g., *Illinois. Water survey,* not *Illinois. University. Water survey.* When the official form permits it is well to invert the name of a department, bureau, or office used as a sub-heading so that the important word comes first, e.g., *Kentucky. Education, Department of,* or still better, *Kentucky. Education department.* In some cases this is impracticable, as, for instance, *Massachusetts. Commission on compensation for industrial accidents.* Inversion is desir-

able, however, not only for the sake of making prominent the nature of a bureau and thus indicating the subject with which its publications deal, but in order to standardize as far as possible the varying nomenclature in the several states. For the same reasons the word "state" should not be prefixed to the name of a department unless it is an official and necessary part of the department name. Entry should be under the name of the office or the title of the officer holding it according as one or the other is used officially by the particular state in question, e.g., *Minnesota. Insurance department*, but *Vermont. Insurance commissioners*. Information concerning the official names of bureaus may be found in the *Monthly list of state publications* edited by the Documents Division of the Library of Congress, in the blue books prepared by the various states, and in the documents themselves.

As regards entry under the name of an individual instead of under the name of the state, such entry will rarely be necessary. It may be wise if a report is prepared for a department by some one outside the department. In such event an added entry should be made under the name of the state. It may occasionally be desirable to supply an added entry for an official preparing a report for his department when his authority and reputation make such an entry valuable.

In regard to details of form a few simple rules may be given. Capitalize the first word of an inverted sub-heading where it is put into one uninterrupted phrase, e.g., *Health department*; in case the phrase is broken capitalize the first word of each part, e.g., *Health, Department of*. In the title do not repeat the name of the department, i.e., use simply *Annual report* not *Annual report of the board of law examiners*. In cataloging single titles give imprint and collation information as for any book. For treatment of continuations see the following paragraph. Be liberal in the furnishing of cross references. The latest form of a department's name will of course be used in the main entry, and reference should be made from other forms to this, e.g.,

Minnesota. Railroad commissioners, see

Minnesota. Railroad and warehouse commission.

It is well also to make cross-references from the title of a serial where that is important, e.g.,

Agriculture of Maine, see

Maine. Agriculture board

Annual report

Subject entries and analytics should be made freely but with dis-

crimination, it being remembered on the one that there is no general index to state publications, and on the other hand that the names of bureaus furnish a helpful clue to the contents of their documents.

Since the majority of state documents are continuations it is possible by the use of certain card forms greatly to simplify their cataloging. In these forms space is left for inserting the corporate entry and title in the usual manner. Then follows some phrase such as "Library has," and under this numerical or chronological tables which may be checked to show the numbers of a given series that are in the collection. These cards may be used both for catalog and public shelf list. Libraries which keep an accession record would hardly find this system practicable for an official shelf list, since the card columns are too narrow to admit accession numbers and since the writing of an accession number is actually the larger part of making official shelf list cards for continuations. The forms are given below. Cards modelled on them can be furnished by the local printer, or may be made by hand if only a few are required. Form No. 1 exhibits a card arranged for checking by volume number. Forms Nos. 2 and 3 show cards for checking by date, form No. 3 being for use where the year covered by a report does not coincide with the calendar year. Care should be exercised to record a serial by the year or period of years it actually represents, which may differ from the date of printing or from the date on the binding. In all cases bracketing may be practiced where either form or binding does not accord strictly with the numbering on the card. Where a publication appears more frequently than once a year no attempt at recording each number in the catalog would be made, simply the inclusive dates of the run possessed being used, e.g.,

Massachusetts. Health board.

Bulletin. 1906—date

Most libraries will desire, in addition to having their documents properly cataloged, to keep a check record of continuations as they are received. Periodical record cards of standard style may be used for this. Form No. 4 is ruled for annual or biennial series, columns being allowed for entering the volume number, the year covered by the document, and the date of receipt. Form No. 5 is convenient for checking continuations which appear more frequently than once a year.

No. 1.

The Library has those that are checked.

1	11	21	31	41	51	61	71	81	91
2	12	22	32	42	52	62	72	82	92
3	13	23	33	43	53	63	73	83	93
4	14	24	34	44	54	64	74	84	94
5	15	25	35	45	55	65	75	85	95
6	16	26	36	46	56	66	76	86	96
7	17	27	37	47	57	67	77	87	97
8	18	28	38	48	58	68	78	88	98
9	19	29	39	49	59	69	79	89	99
10	20	30	40	50	60	70	80	90	100



No. 2.

The Library has those that are checked.

1870	1880	1890	1900	1910	1920
1871	1881	1891	1901	1911	1921
1872	1882	1892	1902	1912	1922
1873	1883	1893	1903	1913	1923
1874	1884	1894	1904	1914	1924
1875	1885	1895	1905	1915	1925
1876	1886	1896	1906	1916	1926
1877	1887	1897	1907	1917	1927
1878	1888	1898	1908	1918	1928
1879	1889	1899	1909	1919	1929



No. 3.

The Library has those that are checked.

1870-1	1880-1	1890-1	1900-1	1910-11
1871-2	1881-2	1891-2	1901-2	1911-12
1872-3	1882-3	1892-3	1902-3	1912-13
1873-4	1883-4	1893-4	1903-4	1913-14
1874-5	1884-5	1894-5	1904-5	1914-15
1875-6	1885-6	1895-6	1905-6	1915-16
1876-7	1886-7	1896-7	1906-7	1916-17
1877-8	1887-8	1897-8	1907-8	1917-18
1878-9	1888-9	1898-9	1908-9	1918-19
1879-80	1889-90	1899-00	1909-10	1919-20



No. 4.

[illegible]

THE DISTRIBUTION OF STATE DOCUMENTS

METHODS IN THE VARIOUS STATES

The methods of distributing state documents vary widely. The offices from which documents may be secured divide themselves into two groups. There are first the central distributing agencies such as are designated in several states, e.g., the state library or the office of the secretary of state. Secondly there are the issuing departments and bureaus. In some states documents are sent out only by the central agency; in others they are sent out only by the departments. In many states some distribution is done by both. In addition to this it is sometimes possible to get documents through a member of the legislature or from the clerk of one of the legislative houses.

Other considerations than the lack of central distributing offices help to make the practice in regard to distribution complex. Changes in rulings are frequently adopted by legislatures or by executive heads. The large number of series and the absence of uniformity in state government organization afford chance for infinite variety in procedure. Again, in sending out documents a distributing bureau may distinguish between libraries within and without the home state, between libraries of different types, and between libraries and individuals. Series are issued at varying intervals and some publications appear irregularly. Charges may or may not be made for documents or for carriage.

Usually there is legislation affecting distribution. A few states have well drafted acts covering the matter. In many cases, however, the clauses bearing upon it are fragmentary and scattered. Almost invariably the sections providing for the printing and distribution of court reports are distinct from those dealing with legislative, executive and administrative publications. Whatever its form and arrangement such legislation as there is must be regarded as fundamental. The references to it given below have been secured by careful search of the statute books. For the most part only general permanent laws are cited, altho resolutions and temporary measures are sometimes included as indicative of regular policy. No mention is made of clauses relating to the publications of specific departments and bureaus, for although important they are far too numer-

ous for entry here. Frequently they are parts of the acts creating departments, and in any case can be readily found through the indexes to compiled statutes and session laws.

While the legislation regulating printing and distribution must be given consideration it would be impracticable to rely wholly upon it as a guide, since there exists parallel with it in each case a body of usage which modifies, expands, or even disregards it. The statements following represent such data as could be got from officials conversant with actual practice in the various commonwealths. Each was prepared from whatever information was available, and was then submitted to the state librarian or other competent authority in the state concerned for correction. It is believed that sufficient has been gathered to aid libraries materially in securing what documents they need. If disagreements between statutes and statements appear they must be attributed either to actual discrepancy or to the impossibility of inducing all the state librarians to give careful attention to the paragraphs sent to them for revision.

Some of the statements below suggest an option as to whether ordinary document requests should go to a central agency or to a department. Often applications can be filled more simply by a department than otherwise. On the other hand it may sometimes be convenient to send a request directed to a department through the central office, since the state librarian or similar official may be in position to co-ordinate requests addressed to various departments and to furnish information in the event of uncertainty as to where to apply. In the cases of a few states the terms of exchange or other conditions would seem to indicate that no documents are available for public library distribution. This should not prevent a request for a document for which there is a real desire. It may be necessary to send to the central distributing agency, to the issuing bureau, to a member of the legislature, to the clerk of the house or senate, or possibly to all of these, but as a rule such material as is required can be got eventually.

Acknowledgment of documents received will often encourage response to future requests. In the case of some departments, e.g., those of Massachusetts, continuance upon the mailing lists is conditioned upon such acknowledgment. Lists of publishing offices, lists of serials published, or lists of the documents of the year are prepared in several states. Illinois issues a *List of documents for*

distribution. Such material as this is of great help in selecting and ordering documents. Mention of it appears under the state headings in the bibliography beginning on page 112. In the case of states which are at present represented by no such list it will be well for libraries to enquire of the state librarian or secretary of state from time to time as to whether its publication has been begun. The distribution statements have reference mainly to the separate or departmental editions of documents.

Since it has an important bearing upon distribution a distinction should here be drawn between the general mass of state publications and those which are more strictly legal. Court reports, law compilations, and session laws make up a group of their own. Commonly their printing is separately provided for, and often their publication is given partially or wholly into private hands. The result is that they are sometimes distributed by a state agency, and again by an editor, printer or book concern. With this class of documents therefore sale rather than exchange or free distribution is much more likely to be the rule than with the general run of reports, bulletins and miscellaneous publications.

ALABAMA

“Alabama state official publications consist of *Acts, Journals, Bills, Calendars, Messages* and all specially ordered publications of the Legislature; the *Reports* of the decisions of the Supreme Court and of the Court of Appeals; the annual, biennial and other *Reports, Bulletins*, and special or separate documents of the several state offices, departments, commissions, bureaus, and boards; the *Reports* of special commissions; and *Codes*, or periodical publications of statutes and laws. These several publications are published under contract with the public printer.

There is no central distributing agency, made so by law, for the distribution of public documents. However, the Alabama State Department of Archives and History has centralized all of the state official publications remaining undistributed in the hands of the several offices, departments, bureaus, commissions and boards, and is endeavoring to organize a systematic scheme of distribution, based largely on exchange.

There is no charge for the documents sent out, but the Department of Archives and History exercises the right to make such dis-

tribution as it may deem advisable. Its ultimate plan is to establish exchange relations with all the distributing agencies in the several states, in order to build up its own historical and reference library. The session of the Legislature to convene in 1915 will be asked to confer this authority upon the department, and to provide for a carefully worked-out system in the issue and distribution of Alabama official publications. The department does the so-called legislative reference work of the state, and maintains a regular exchange mailing list.

It is the practice for the offices and departments themselves to make a partial distribution of their documents, immediately after issuance, to meet special calls. No attempt at general distribution, however, is undertaken by them. There is no charge for the documents. It is made the duty of the Secretary of State to distribute to state and county officials the *Reports* of the Supreme Court and of the Court of Appeals, the *Codes*, and the *Acts* and *Journals* of the Legislature free of charge. Two copies of the *Acts* and of the *Reports* of the courts are distributed by the librarian of the State and Supreme Court Library to libraries of like character of the several states and in exchange for like publications of those states. There is no uniformity with reference to the payment of transportation of documents by the several issuing offices, altho some of the offices and departments require that postage should be forwarded, otherwise the books are sent by express collect. On all books sent in exchange by the Department of Archives and History and by the librarian of the State and Supreme Court Library, the charges are prepaid. The laws governing the printing and distribution of documents are found in *Code of Alabama*, 1907, vol. 1, and in subsequent amendments of 1907, 1909 and 1911.”*

There has been no formal statement heretofore compiled as to the practices which have grown up with reference to the distribution of Alabama documents. The facts have been obtained by correspondence with the Department of Archives and History, Dr. Thomas M. Owen, Director.

ARIZONA

The Secretary of State distributes the session laws, or *Acts, resolutions and memorials* of the Legislature, and the *Civil and Penal codes*.

**Code of Alabama*, 1907, vol. 1, chap. 40; vol. 2, chap. 141, arts. 5 and 6; *General laws...special session, 1909* pp. 164-65 and 173; *General laws...session of 1911*, p. 559.

The Reporter of Decisions distributes the Supreme Court *Reports*. The State Library furnishes other documents upon application. Exchange is required for Supreme Court *Reports*, otherwise no charge is made for documents and no exchange is demanded. Documents are sent prepaid. The laws relating to printing and distribution are in *Revised statutes of Arizona, 1913, civil code*, title 1, chap. 28, p. 296.

NOTE. A measure to empower the Law and Legislative Reference Librarian to make requisitions upon the Secretary of State for the publications necessary to establish a system of exchange with the United States government, the other states and foreign countries was before the Legislature of 1915. Word as to its passage was not available at the time of going to press.

ARKANSAS

Each department of the government distributes its own documents and there is no central distributing agency. All are distributed free except the *Acts* and the Supreme Court *Reports*. No exchange is required. Documents appear biennially, and may be obtained as issued. There is no regular fund to cover the expense of distribution, and some departments charge for carriage. The law covering the matter is found in W. F. Kirby's *Digest of the statutes of Arkansas, 1904*, chap. 42, sec. 1255-70; chap. 128, sec. 6415-60; and in *Public and private acts, 1913*, act 323, amending chap. 42 above mentioned.

CALIFORNIA

All California departments distribute their own documents, and there is no central distributing agency. There is not always specific provision for distribution, tho all departments prepare reports. Most documents are free. A charge is placed upon publications of the Mining Bureau and of the University of California Press, however, and the number of copies of *Statutes* and of *Reports* of the Supreme and Appellate Courts available for free distribution is limited. The San Francisco Normal School issues *Bulletins* which are for sale. No exchange is required. Documents are sent out as published. There is usually no charge for carriage. The general law on the matter is found in *Political code...1909*, sec. 409-11, 526-40, 767-82, 2293, 2295 and 2295a; and in *Statutes...1913*, chap. 617, in amendment of sec. 2293, 2295 and 2295a mentioned above.

NOTE. At the time of going to press a measure was before the California Legislature providing for some slight changes in the distribution of "laws, resolutions and journals of Legislature," and "of reports of Supreme Court."

COLORADO

A law passed in Colorado in 1887 provides that "The State Librarian be and he is hereby directed to turn over to the librarian of any free library in the state one copy of each book, pamphlet, etc., published by the state, as can be spared, now on hand or which shall be published hereafter." "This... applies only to libraries in the state and is ineffectual anyway inasmuch as the departments issuing the reports, etc., are not required by law to provide and do not in fact supply the State Librarian with any copies for such distribution." "Moreover there are instances where boards or officers, who are appointive, fail to publish their reports as required by law, when they are short of funds, because there is no penalty for such failure."

The Secretary of State "distributes his own *Reports* and sells the House and Senate *Journals*, the *Statutes*, Supreme Court *Reports*, and such other documents as are specifically designated for sale by the laws that authorize their publication. He is also authorized to exchange certain publications (laws, etc.) with other states and supply certain designated officials inside the state with free copies." With the exception of these items "the only fairly sure way to obtain the documents of this state is to request them from the department or officer issuing them at the time they are issued." "The laws touching distribution are scattered all over the statutes and there is no law that covers the subject as a whole. The law governing each office provides for the publications of that office." Certain general provisions, however, appear in J. H. Gabriel's *Mills' annotated statutes of Colorado*...1913, vol. 1, sec. 1539-46; vol. 2, sec. 4510-11, 5296-98, 5859-5906; and in *Laws, 1913*, pp. 578-79.

CONNECTICUT

Applications from libraries for Connecticut documents should go to the State Librarian, who "conducts the state, international and library exchanges." The Comptroller maintains a central distributing office thro which the town clerks in Connecticut are supplied with documents. The various departments honor requests from individuals. Both the Comptroller and the departments, however, refer library applications to the State Librarian. An exchange is usually asked. All documents are free as a rule, but there are exceptions, and considerations of supply and demand may influence this. The larger

public libraries are given the preference in the placing of documents. Documents are distributed as issued. There is a fund to cover cost of distribution, consequently libraries are not usually required to pay carriage, even if they are outside of the state. The law governing document printing is found in *General statutes of Connecticut, revision of 1902*, sec. 39, 47-48, 102-05, 108-12, 124-26, 134, 493; in *Public acts...* 1903, pp. 7, 12-13, 106; 1905, pp. 264-66, 287-88; 1907, pp. 681-82, 755-56, 787; 1909, pp. 939, 1101, 1104-05; and 1911, pp. 1320, 1370-71, 1409, 1467, 1569, and 1609. The reports of the State Library for 1904 (pp. 20-33) and for 1908 (pp. 17-19) give detailed information about the issue and distribution of Connecticut documents, including the make-up and numbering of the *Connecticut public documents* series and the depository mailing list maintained by the State Library.

DELAWARE

The State Librarian of Delaware has charge of the distribution of documents. The departments carry on some distribution, however, and in case of failure to get a given document from the State Librarian it may be possible to obtain it from the department which issues it. State libraries are given first consideration in the sending out of documents, and all documents are sent to them free, altho an exchange is required. Documents are published irregularly, and may be obtained when published. There is no fund for distribution, but by arrangement with the express companies no charges are collected in Delaware, Pennsylvania or Maryland. The legislation covering the subject of printing is in *Revised statutes... of Delaware...1893*, pp. 37, 39-42 and 44.

FLORIDA

Florida documents, barring statutes, may be obtained free of cost by libraries upon application to the Secretary of State. All documents, including statutes, are regularly supplied to the secretaries of state of all other states and territories. The law affecting printing is in *General statutes of the state of Florida*, 1906, sec. 652-60 and 1763-72; in *Acts and resolutions 1911*, pp. 166-67 (amending sec. 655 mentioned above), and pp. 96-97.

GEORGIA

Georgia documents are distributed on an exchange basis by the State Library, all state libraries desiring them, however, receiving

these documents regardless of whether or not they send their state material in return. Libraries other than state libraries should apply to the departments which issue the documents. No charge is made for documents, which are distributed annually as published. The statutes relating to printing are in *Code of the state of Georgia*. . . 1910, sec. 178-87, 190-204, and 1337-62.

HAWAII

The *Annual reports* of the Governor of Hawaii to the Secretary of the Interior of the United States are distributed annually by the Secretary of the Territory. The Secretary of the Territory also sends out biennially the *Journals* of the Legislature. The *Reports* of the several departments are distributed by the departments. All are published biennially except the *Report* of the Board of Health, which appears annually. The only publication for which a charge is regularly made is the *Hawaiian forester and agriculturalist*, issued by the Board of Commissioners of Agriculture and Forestry. Subscriptions for this should be sent to the board. No legislation relating to printing and distribution appears in the territorial statutes.

IDAHO

In Idaho the State Librarian is made the distributor of some documents, and the Secretary of States of others. These officers distribute on an exchange arrangement. Libraries unable to make exchange may secure documents by application either to these central distributing officers or to the departments which issue the documents. Documents appear some annually and some semi-annually, and may be obtained as published. No charge is made for documents or carriage. The law on the subject may be found in *Revised codes of Idaho*, 1908. vol. 1, sec. 222-29 and 1474-77.

ILLINOIS

The Secretary of State is ex-officio State Librarian and has general charge of the distribution and exchange of documents. All departments also distribute and exchange, but requests for documents should go preferably to the State Librarian, as this facilitates both records and service. Exchange is desired as far as possible. In general, preference in distribution is given to the larger public libraries. Not all documents are distributed free. Carriage is paid by the libraries re

ceiving the documents, except where there is an exchange. The law regulating printing is in H. B. Hurd's *Revised statutes*, 1913, pp. 687, 2295-2309. There is issued now and then a circular entitled, *List of documents published by the state of Illinois for distribution by...* [the] *Secretary of State*.

INDIANA

The State Library sends documents to Indiana libraries, to state libraries of other states, and to some of the larger libraries throughout the country. It is the regular distributing center for documents. Exceptions to this rule are that the Secretary of State sends out the *Laws*, that the Librarian of the Supreme Court sends out the *Supreme Court Reports*, and that the Department of Public Instruction distributes such of its own publications as are sent to schools. Exchange is not required. There is no charge for documents or carriage. Cost of distribution is paid out of the State Library fund set apart for expenses and distribution. The *Legislative and state manual* is distributed out of funds provided in the appropriation act authorizing its publication. The legal measures governing printing are found in Harrison Burns' *Annotated Indiana statutes*, 1914, vol. 4, sec. 9165-82, 9191-9205, 9292-9309, 9317-29. Recent numbers of the biennial reports of the Board of Public Printing, Binding and Stationery have contained the state printing law and detailed regulations as to the form and manner in which public printing contracts shall be executed.

NOTE. The State Librarian of Indiana writes that the General Assembly of 1915 has increased by fifty copies the number of each state document allowed to the State Library for distribution to libraries. This does not include *Laws* and *Supreme Court Reports*.

IOWA

The Secretary of State of Iowa is the distributor of the state documents, and sends them out on an exchange arrangement. Libraries desiring to make an exchange may secure documents by request either to the Secretary of State or to the departments which issue the documents. Distribution is made as the documents are published. No charge is made for documents and no carriage is charged except for reports of the Geological Board, which are issued and sold at cost by the department. The law on the matter of printing appears in *Annotated code of the state of Iowa...*1897, sec. 117-44, 213-24; in *Supplement to the code of Iowa...*1907, sec. 118-44a, in amendment of sec. 117-44 above; and in *Acts and joint resolutions...*1909, pp. 1-4.

KANSAS

The Kansas State Library and the Kansas State Historical Society each receives according to law sixty copies of each of the miscellaneous state documents for exchange with similar libraries and societies. The State Library has a few copies of each document for general distribution after it has served the state libraries of other states. Beyond this all distribution of documents is by the departments issuing them. The law stipulates exchange arrangements, but this does not bind the departments in their distribution. No preference is given to libraries of any particular nature or size. All documents are free except *Session laws*, which sell for \$2.00 a copy, and the *General statutes*, which cost \$6.00. A fund is provided to defray expenses of distribution. This pays carriage on all documents distributed within the state, and on those sent out of the state for which documents are received in exchange. The legislation covering the matter of printing, distribution and exchange occurs in C. F. Dassler's *General statutes of Kansas*, 1909, sec. 230, 2378-89, 4721-37, 8166-92, 8229, 8232, 8244, 8249-50, 8930a, 8960, 8969-70; and in *Session laws*, 1911, pp. 549 and 602; 1913, pp. 527-28.

NOTE. The 1915 Legislature has made some minor changes in sec. 4725-29 cited above.

KENTUCKY

All Kentucky documents are distributed by the departments issuing them, except that the State Library sends documents to the state libraries of other states. Exchange is required. All documents are free, except that *Acts* and *Journals* of the General Assembly are sold by the State Library. Documents are issued annually, and may be secured as issued. There is no fund to cover the expense of distribution. The law affecting printing and distribution is in J. D. Carroll's *Kentucky statutes*, 1909, sec. 957a-960, 2421-37, 2452, 2456-57, 3953-90; and in *Acts*...1910, pp. 43-46 and 348-50; 1912, pp. 661-62 and 679.

LOUISIANA

The State Librarian distributes Louisiana documents to state libraries of other states on an exchange account. Other libraries desiring documents should apply to the offices that issue them. All documents are free except the *Acts* of the Legislature. The law relating to printing of documents may be found in *Acts*...1912, pp. 183-92.

MAINE

The State Library is the distributing agency for all documents, except special reports and bulletins. Documents not securable from the State Library may in most cases be obtained from the issuing offices. All documents are free, but persons or institutions out of the state, not on the exchange list, are asked to pay the cost of carriage. Documents are sent to the exchange list at least twice a year. The law on the general subject is in the *Revised statutes, 1903*, pp. 63-70, 564, 690-91; in *Public laws...1905*, pp. 53, 149-50, 168; and in *Acts and resolves...1907*, pp. 30, 76, 191.

MARYLAND

There is no central distributing agency for Maryland documents. The State Library sends out the Court of Appeals *Reports*, the *Laws*, the *Journals* of the House and Senate, and the *House and Senate Documents*, or collected edition of documents. All documents are free to the various states and territories and to such other distributees as are authorized to receive them. Documents are issued annually and biennially. A fund for the expense of distribution is provided and all documents are sent carriage free. The law on the matter may be consulted in G. P. Bagby's *Annotated code of the public civil laws of Maryland...1910*, vol. 2, pp. 1336-38, 1768-72, and 1783-87.

MASSACHUSETTS

The Secretary of the Commonwealth of Massachusetts is directed by law to furnish one copy of each of the reports in the *Public documents* series to each city, town and library in Massachusetts which may apply therefore. While the general distribution of Massachusetts documents is made by the Secretary of the Commonwealth, most of the current reports may be secured from the departments issuing them. Requests for other than current reports should be made to the State Library. Most of the documents are free, but the law requires that certain ones be sold. The larger public libraries are given preference in the placing of documents. Documents are issued irregularly, and may be obtained as issued. There is no fund to cover cost of distribution, and the libraries receiving documents pay carriage. The bound series of *Public documents* is no longer issued. See *Revised laws...1902*, vol. 1, pp. 89-98, 456; vol. 2, p. 1486; also the various volumes of *Acts and resolves* as indicated by the "Tables showing what general

laws have been affected by subsequent legislation" in the latest volume of *Acts and resolves*. This brings the legislation relating to printing and distribution of documents to date.

MICHIGAN

"All exchanges are made by the State Librarian. There is no plan by which they can be obtained from the other departments, as all letters requesting them are turned over to the State Librarian. We expect the libraries to exchange with us when they can, but we send out the exchanges without any regard to that. Documents are also sent to libraries which are associated with the State Library, and special copies are sent to individuals if requested. The distribution is made semi-annually, and the shipments are sent prepaid." The statutes on the subject are in Howell's *Annotated statutes of Michigan*...1913, vol. 1, sec. 4-68, 635; vol. 5, sec. 12564-82; and in *Public acts*...1915, pp. 114-15, 527.

MINNESOTA

Each department sends out its own publications. Documents may also be secured, however, from the Document Clerk in the office of the Secretary of State. Where documents are sent to official bureaus of other states an exchange is required. The terms of all other distribution lie within the discretion of the issuing offices, but no money charge is ever made. Documents are issued irregularly and may be obtained as they appear. Cost of carriage is prepaid. The statutes bearing on the matter are in *General statutes*...1913, sec. 130-32, 138-42, 4930-44.

MISSISSIPPI

Documents are distributed by the Secretary of State. In case of failure to secure a document from that office it may be got from the bureau which issues it. An exchange of documents is asked from libraries which are able to make it, but documents are sent free to such libraries as can not meet this. No charge is made for documents or for carriage. Documents are distributed as issued, and in the distribution no preference is shown to libraries of any special type. The law relating to printing is in *Mississippi code of 1906*, chap. 113 and 121; and in *Laws, 1912*, chap. 205, in amendment of chap. 113 mentioned above.

MISSOURI

The State Library of Missouri maintains an exchange list for send-

ing documents to the state libraries of other states. Except for this all distribution of Missouri documents is done by the bureaus which issue the documents. The bureaus appreciate an exchange, but do not require it. All documents are free, except that a charge of \$5.00 is made for the *Revised statutes* . . . 1909 (3v), and of \$.50 for each volume of *Laws*. Public libraries in the state of Missouri, however, receive the *Revised statutes* and *Laws* free on application. No preference is given because of the size of the library. As to time of distribution, some of the more important departments have regular mailing lists for their publications, the documents being forwarded as soon as issued. The State Library holds its exchanges until a good shipment can be made to each library. Documents distributed other than according to these two plans are sent out as applications are received. For the distribution of the *Journals* and the *Laws* the State Department has a regular appropriation for transportation. Books are sent carriage free as long as the appropriation lasts, after which stamps are requested in advance. In sending out pamphlet reports it is the practice to mail these without requesting pre-payment of postage. This plan is followed by most of the departments. The laws governing printing and distribution are in *Revised statutes* . . . 1909, vol. 1, sec. 3899-3954; vol. 2, sec. 8065-79; vol. 3, sec. 10339-63; and in *Laws* . . . 1909, pp. 398-99.

MONTANA

The librarian of the State Historical Library does some general distribution of Montana documents, but the greater part of it is carried on by the departments which issue the documents. Applications should go to those departments. An exchange is required from institutions which are able to make it, but this does not forbid individuals and other institutions getting documents. All documents are free except that the *Revised codes* and the *Laws* must be purchased from the State Publishing Company, Helena. Documents are regularly distributed biennially, but may also be secured from the departments as issued. While there is no regular fund to cover cost of distribution no charge is made for carriage to libraries. The laws relating to printing and distribution appear in *Revised codes of Montana of 1907*, sec. 254-55, 306-16, 443-49.

NEBRASKA

The Nebraska Legislative Reference Bureau reports that "there is no general rule governing the distribution of public documents of

this state... Most of certain classes of documents are distributed from the office of the State Librarian... This, however, does not cover any of the university documents, nor indeed many besides [those of] the university." In the absence of a condensed official statement excerpts from laws bearing upon the matter are printed:

"It shall be the duty of the Commissioner of Printing, immediately upon the delivery to it of the reports of the state officers, heads of departments and state societies which are now required by law to be printed, or which may hereafter be required by law to be printed, to send by freight to each county clerk in the state of Nebraska such a number of such reports as in the judgment of the Commissioner may be necessary to meet the demand for said reports in the several counties to which they may be sent." "It shall be the duty of each county clerk upon receiving the reports mentioned in the next preceding section, to distribute the same to such residents of his county as may request one or more of such reports." (*Revised statutes of the state of Nebraska, 1913*, sec. 5915-16.)

"He (the State Superintendent of Public Instruction)...shall transmit one copy [of his report] to each county and city superintendent of schools in the state and one to each state superintendent of public instruction of other states." (*R. S., 1913*, sec. 6905.)

"The Librarian [of the State Library] is...authorized and required to send one copy each of all law reports, session laws, journals of Senate and House of Representatives, and any other books and pamphlets...published for the use of the state of Nebraska to every one of the states for the use of their respective libraries." (*R. S., 1913*, sec. 3789.) Moreover, "to enable the State Library and the Nebraska State Historical Society to augment their respective collections by effecting exchanges with other societies and institutions, the State of Nebraska hereby donates to the State Library two hundred bound copies of each of the several publications of the state, its officers, societies and institutions, except the reports of the Supreme Court, and to the Nebraska Historical Society fifty volumes of the same publications, as the same shall be issued." (*R. S., 1913*, sec. 3789-90).

"The State Printer shall cause five thousand copies of the statutes to be printed... The printer shall deliver all completed volumes to the Secretary of State (to be) by him held and disposed of as follows: to the head of each state department, bureau or institution, judges of the Supreme Court and District Courts and to each member

of the Legislature, one copy without charge. To the libraries of the State University and Normal Schools and to each accredited high school of the state, he shall deliver one copy. . . . To the Nebraska State Library, ten copies to keep in such library and fifty additional copies to exchange for statutes of other states. The copies so distributed shall be without charge except carriage."

"The Secretary of State shall sell to persons other than those named in the next preceding section copies of the statutes at five dollars per set." (*R. S., 1913, sec. 3730-31*).

"After. . . [certain specified distribution to county officers] the copies of [session] laws and journals remaining in the hands of the county clerk may be distributed to the librarians of any public libraries within the county for whose support an annual tax is levied upon their application." (*R. S., 1913, sec. 3737*).

"Any remaining copies in the hands of the state librarian shall be sold by him at a price not less than cost of the same to the state. . . ." (*R. S., 1913, sec. 3741*).

NOTE. A measure affecting the number of copies of each document to be published was before the Nebraska Legislature as this work went to press. No final report on it was available.

NEVADA

The distribution of Nevada state documents is carried on both by the Secretary of State and by the departments which issue them. Requests for a given document may go either to the Secretary of State or to the department. The only free distribution is that of *Statutes*, *Revised laws*, *Journals* and court *Reports* sent to state libraries of other states. Documents are distributed as published. No charge is made for carriage. The legislation on the general matter is found in *Revised laws of Nevada*. . . 1912, sec. 2929-51, 3928, 4120, 4305-40, 4897-99; and in *Statutes*. . . 1912, pp. 377-81.

NEW HAMPSHIRE

General distribution of New Hampshire documents is done by the departments issuing them. After the first distribution has been made by the departments the surplus is in most cases turned over to the State Library for it to distribute. Exchange is not always required, and no preference is shown in placing documents. Charge is made for all documents, however, except the collected documents and the *Journals*. Documents are issued irregularly and may be secured as issued.

Charge is made for carriage except in case of regular exchanges. The law concerning printing and distribution is in Chase and Chase's *Public statutes of...New Hampshire...1901*, pp. 69-76 and 104-05; and in Chase & Chase's *Supplement to the public statutes of New Hampshire...1913*, pp. 8-14.

NEW JERSEY

New Jersey documents may be secured either from the bureaus which issue them or from the Document Clerk in the Department of the Custodian of the Capitol. The law provides that a copy of every document issued or purchased by the state shall be sent to each free public library in the state. No exchange is required and all documents are free. As regards institutions outside the state preference is shown the larger public libraries in the distribution of *Journals* and *Legislative documents*. Some documents are published annually and some at irregular intervals, and all may be secured as they appear. There is a fund to defray cost of distribution, and no charge for carriage is made to libraries either within or without the state. The law relating to printing and distribution is in *Compiled statutes of New Jersey*, 1911, vol. 3, pp. 3788-90, 4204-06; vol. 4, pp. 4377-79, 4833, 4897, 4902, 4981-87; and in *Acts...1911*, pp. 721-22; *1912*, pp. 213-14, 222-23, 369; *1913*, p. 68.

NEW MEXICO

All New Mexico documents are sent out by the departments which issue them. There is no central distributing agency. No exchange is required, and no preference is shown in distribution. Charge is made for some documents. Documents are issued irregularly and may be secured as issued. There is no regular fund to cover cost of distributing. Recipients of documents sometimes pay for carriage, although in many cases this expense is borne by the departments.

NOTE: It has been possible to find only a few meagre statutory provisions now in force relating to printing and distribution. They are in *Acts...1903*, p. 209 and *Laws...1912*, pp. 76-79.

NEW YORK

"The public documents of New York are issued in two forms; the *collected* and the *departmental* editions. The collected edition includes the messages of the Governor, the purely legislative documents, journals and reports, and reports of departments and commissions of

the state government. This collected edition is of specified number, distributed in accordance with statute. It is bound in two series, *Senate documents* and *Assembly documents*. The departmental edition is far larger than the collected edition and is divided between the members of the Legislature and the departments responsible for publication. The Regents of the University of the State of New York are also allowed a maximum of fifty copies for the State Library for exchange purposes. It is usually possible for libraries desiring a copy of the departmental edition of any report to secure it on application to the issuing department, to a member of the Legislature, or to the State Library.

There is no central distributing agency for all documents, tho the distribution to libraries, schools, museums, learned societies, etc., tends to become more and more centralized at the State Library, which now distributes regularly all publications of the University of the State of New York, the *Laws*, legislative *Documents* and *Journals*, and *Reports* of the Court of Appeals and the Appellate Division. The State Library also maintains a large duplicate stock of all classes of documents for exchange with libraries and institutions and sale to individuals. It also endeavors to obtain single copies of important documents to supply miscellaneous requests from libraries. Its regular document distribution is made two or three times a year." The laws relating to printing and distribution are in Birdseye, Cumming and Gilbert's *Annotated consolidated laws of the state of New York* . . . 1910, vol. 1, p. 1293; vol. 2, pp. 1643-46; vol. 3, pp. 2804-14, 3115-19; vol. 5, pp. 5720-35. Most of the statutes here referred to, together with some other relevant matter, have been issued in the form of a separate pamphlet by the State Printing Board.

NOTE. At the time of going to press two measures affecting printing and distribution were before the New York Legislature, and a third was to be introduced. One of these provided for the depositing of "one copy of the *Journals* and *Documents*" with the Attorney-general, and seemed likely to receive favorable action. The others involved a large number of changes in the general printing laws, but were reported as improbable of passage.

NORTH CAROLINA

The various state departments send out their own documents and there is no central distributing agency. There is nothing in the law requiring the exchange of such documents. They are free upon application. The session laws, *Journals* and Supreme Court *Reports* are sold for \$1.50 per volume. The reports of the departments are fur-

nished to all libraries upon request. They appear with varying periodicity and may be obtained as issued. Postage is paid by the state for distribution of all reports. The laws regarding printing and distribution are in G. P. Pell's *Revisal of 1908 of North Carolina*, vol. 2, sec. 4408-11, 5092-5105, 5344-63; and in *Public laws and resolutions, 1909*, p. 1003; *1911*, pp. 351-53.

NORTH DAKOTA

The Secretary of State of North Dakota sends out some documents on an exchange arrangement with the state libraries of other states. Most of the distribution of documents is done by the departments which issue them, however, and requests ordinarily should go to these departments. No exchange is usually required by the departments. All documents are free and no preference is shown to libraries of any particular type in distributing the publications. Most documents are published biennially and may be obtained as they appear. There is a fund covering expense of distribution and no charge is made for carriage. The law regarding printing and distribution is in *Compiled laws of the state of North Dakota, 1913*, vol. 1, sec. 45-110, 731-37, 743-45.

OHIO

The State Librarian of Ohio sends out some documents on an exchange arrangement with the state libraries of other states. The Secretary of State sends out the *Legislative acts* and court *Reports*. Most of the distribution of documents is done by the departments which issue them, however, and applications as a rule should go to these departments. Ordinarily no exchange is required by the departments. All documents are free and no preference is shown to any particular kind of library in the distribution. Most documents are distributed annually. There is a fund to cover cost of distribution and no charge is made for carriage. The statutes relating to printing and distribution are to be found in *Annotated general code of the state of Ohio, 1910*, vol. 1, sec. 70-76, 745-87, 795-96, 1481-90, 2265-84; and in *Legislative acts... 1911*, pp. 71-72, 104-05, 467-68; *1913*, pp. 176-78, 336-37, 661-62.

OKLAHOMA

The Oklahoma State Library is furnished with one hundred copies of each document printed, for distribution to certain state institutions and to state libraries of other states. "Except public exchange with

other libraries the State Library does not pay transportation on books bought and sold." Barring what is done by the State Library all Oklahoma documents are distributed by the departments which issue them and there is no central distributing agency. No exchange is required, altho it is desired where institutions requesting documents are able to give it. All documents are free. No preference is shown to libraries of any particular character in the matter of distribution. Most documents appear biennially, and may be secured as issued. There is no charge for carriage. The law on the matter of distribution occurs in *Revised laws of Oklahoma, 1910*, vol. 2, sec. 7249, 8079-90, 8132-34, 8147-71; and in *Session laws of 1913*, pp. 87, 235-36, 311-12, 328.

OREGON

According to law the State Library in Oregon is the distributor of all documents except *General laws*, Lord's *Oregon laws*, and court *Reports*. Requests for documents may go either to the State Library or to the departments, but since the State Library is working toward a single central mailing list, applications should preferably be sent to it. There are designated depositories for state documents in Oregon, these including all the public libraries and most of the college libraries in the state. The State Library has "two mailing lists. One is for biennial shipments, including the *Journals*, bound *Messages and documents*, and such other documents as are not contained in them. The other list is made up of those who wish to have reports as soon as they are issued by the departments. Shipments to those on the second list are made monthly or quarterly as the material for distribution accumulates. In this list are included Oregon public libraries, thus making reports on state business promptly available to large communities." Exchange is desired where it is possible, but the only point at which it is required is in the distribution of *Journals* and collected documents. All other documents are free except the *General laws* and Lord's *Oregon laws*, which are sold by the Secretary of State, and the court *Reports*, which are privately published. The larger public libraries are usually given preference in the distribution of documents. The State Library prepays shipments of all exchanges where the courtesy is returned, also all shipments to points in Oregon, and all shipments sent in answer to inquiries for single documents. The statutes which formerly had to do with printing and distribution are in

W. P. Lord's *Oregon laws . . . 1910*, sec. 2675-2704, 2760-61. Of these sections all have been repealed except 2678, 2688, 2760-61. Their provisions continue substantially the same, however, in the form of regulations of the State Printing Board. The measure creating this board, together with related laws which remain in force, is in *General laws . . . 1913*, pp. 265, 293-94, 493, 667-68.

NOTE. The Legislative Assembly of 1915 provided that all department printing should be done by the departments and paid for by them instead of by the Printing Board. The State Library plans to secure documents from the departments to continue to act as the exchange and distribution center. The Printing Board, however, "is hereafter to have full charge of the printing and distribution of the *General laws*."

PENNSYLVANIA

The machinery for the distribution of Pennsylvania documents consists of a Division of Distribution of Documents, which is a part of the Department of Public Printing and Binding. This Division receives from the State Printer all documents which are printed, sees that they are properly inspected, and supervises their distribution in accordance with requisitions authorized by law. The actual work of distribution is done by contract. This system of requisition enables each state department and official to secure a given number of the various documents in the original distribution, and to make a later request for such material as is not called for on the first distribution. Applications for documents on the part of libraries should therefore go to the departments issuing them or to members of the House and Senate. The State Library also receives 300 copies of most documents for distribution, but these are sent largely in exchange to the state libraries of other states, to libraries of historical societies, library schools, and to colleges and libraries in Pennsylvania. No charge is made for documents or carriage. The act governing printing and distribution is in *Laws of . . . Pennsylvania, 1913*, pp. 845-59, and may be secured also as a separate. The measures relating to the publication of court *Reports* are in Stewart's Purdon's *Digest of the statute law of . . . Pennsylvania . . . 1700-1903*, vol. 4, pp. 4456-58.

NOTE. At the time this work went to press the General Assembly of Pennsylvania had under consideration a measure involving some changes in the law cited above.

RHODE ISLAND

The State Library of Rhode Island is the central distributing agency for state documents. There is no general distribution from departments or bureaus. Documents may sometimes be secured from de-

partments, but this depends upon the department and upon the extent of the stock in hand. Requests for documents going to departments are usually referred to the State Librarian or filled from the office stock. Exchange is not required. The only preference shown in distribution is that first consideration is given to state libraries and particularly to those state libraries which operate legislative reference bureaus. All documents are free, but in a few cases the placing of the entire edition is designated by law and no copies are available. Distribution is regularly made at semi-annual intervals, but special requests are honored whenever received. A check-list may be obtained upon application to the State Librarian. Transportation of documents is charged to the libraries applying for them, except where there is an exchange service. The law relating to printing and distribution is in *General laws of Rhode Island* . . . 1909, pp. 157-58, 168-71, 192-93; in *Acts and resolves* . . . 1909, pp. 9-10; 1910, pp. 1, 41; 1912, pp. 118-21; 1913, pp. 5-6; and in the various sections of the statutes creating state offices. Documents which are not desired should be returned to the State Library.

SOUTH CAROLINA

The state library is the central distributing agency for South Carolina state documents. In case of failure to obtain a document from the State Library, however, application should be made to the department which issues it. Exchange is appreciated but not required. No preference is shown any particular type of library. All documents are free except *Journals*, *Acts and joint resolutions*, *Reports and resolutions*, *Codes*, and court *Reports*. Documents are issued and distributed annually. There is a fund to cover cost of carriage where documents are sent on exchange to state libraries of other states. Except for this, carriages charges are paid by those receiving documents. The legislation relating to printing and distribution is in *Code of laws of South Carolina*, 1912, vol. 1, sec. 42-91, 769, 842, 1791, 3822, 3828.

SOUTH DAKOTA

The Secretary of State distributes regularly to certain specified institutions, libraries and officials the *Supreme Court Reports*, *Laws*, *Journals*, and *Public documents*, which last are biennial compilations containing the reports of all state officers and institutions and the governor's inaugural address and message. The distribution of the *Legislative manual* and of the *Legislative hand-book* is also in the hands of

the Secretary of State, and is practically the same as for the *Laws*, except that it is done under special resolution of the Legislature every two years. *Reports* of all departments, boards and institutions, bound as separates, copies of which are included in the *Public documents*, are sent out by the offices issuing them to those individuals, libraries and institutions which request them. Each of these publishing offices has its own mailing list. Some reports appear annually, and the remainder biennially in the even numbered year. All are usually ready about Nov. 1 of the year of publication.

All the publications mentioned above are distributed free of charge and carriage prepaid, tho when they are sent outside of South Dakota exchange is expected. The biennial *Collections* of the Department of History are the one exception to the rule of distribution as here given. Barring *volume 2*, which is higher in price, the volumes of this set are sent prepaid at \$1.50 each or on the basis of a definite pre-arranged exchange. Up to date seven volumes have been issued. All public printing is regulated by the measures found in the Hipple Printing Company's *Compiled laws, 1913*, pp. 14-20a, 164-67, 848.

TENNESSEE

Tennessee legislative publications are distributed by the Secretary of State, and Supreme Court *Reports* by the Comptroller, except that the State Library sends out copies of both of these groups of publications to all state libraries and some few general libraries on exchange account. Beyond this all Tennessee documents are distributed by the departments which issue them. Nominally an exchange is required in all cases, although documents are in some instances sent to libraries which are unable to exchange. The larger public libraries are given preference. No money charge is made for documents or for carriage. Documents appear at different intervals from the various departments and may be secured as issued. The legislation touching printing and distribution is in R. T. Shannon's... *Annotated code of Tennessee*... 1896, sec. 1-56, 1384, 1386, 5754-67; in *Supplement to Shannon's code*, 1904, pp. 9-12; and in *Acts of the state of Tennessee*... 1909, p. 1270.

TEXAS

The Secretary of State of Texas does some distribution of documents on an exchange arrangement. In addition the Library and Historical Commission receives 150 copies of each annual and biennial report printed for use in exchange with other libraries. Most of the dis-

tribution of documents is done by the departments which issue them, however, and requests ordinarily should go to the departments. No exchange is required by the departments. All documents are free. Documents appear at regular intervals and may be secured as issued. There is no regular fund to defray cost of distribution, but no carriage is charged to libraries. The laws regarding printing and distribution are in J. S. McEachin's *Annotated civil statutes of the state of Texas*, 1913, vol. 1, sec. 1572-79, 1651, 1667-68; vol. 2, sec. 4307-14; vol. 3, sec. 6338-70; and in *General laws of...Texas...1913*, p. 281.

UTAH

The Secretary of State of Utah sends out some state documents on exchange arrangement with the state libraries of other states. Most of the distribution of documents is done by the departments which issue them, however, and requests ordinarily should go to these departments. No exchange is usually required by the departments. All documents are free and no preference is shown to any particular kind of library in distributing the publications. Most documents are published biennially and may be obtained as they appear. No charge is made for carriage. The law relating to printing and distribution may be found in *Compiled laws of...Utah*, 1907, sec. 951-56, 962, 1356, 2403, 2410-11, 2414-16x, and in the sections relating to state offices.

VERMONT

All Vermont documents are distributed by the Custodian of Public Documents. Sometimes a document which the official distributor cannot furnish can be supplied by the issuing bureau. Most documents are sent free without exchange, but the *Acts and resolves*, *Public statutes* and digests are sold except as they are sent to state libraries of other states in exchange. Documents are published at irregular intervals and may be secured as issued. There is a fund to provide for distribution, but this is applied only in case of exchange. Where there is no exchange carriage is charged. The law relating to distribution is in *Public statutes of Vermont*, 1906, sec. 266, 6272-6309; and in *Acts and resolves...1906*, pp. 219-31; 1908, p. 55; 1910, p. 249-50.

VIRGINIA

The government departments in Virginia distribute those of their publications that go out as separates. The Secretary of the Commonwealth sends out the volumes of collected *Annual reports of officers*,

boards and institutions, also the *Reports* of the Supreme Court of Appeals, the *Acts* of the General Assembly, and the *Journals* of the Senate and of the House of Delegates. In carrying out his part of the distribution the Secretary acts on the request of the State Library Board made through the State Librarian. Exchange is usually required, a charge being made ordinarily for documents where there is no exchange. Most documents appear annually, and may be secured as issued. No charge is made for carriage in cases of exchange. The legislation governing printing and distribution is in J. G. Pollard's *Code of Virginia*...1904, sec. 206, 208, 209, 246, 249-50, 252, 3101-06; in *Supplement to the code of Virginia, containing...statutes...passed...1906, 1908 and 1910*...pp. 39-46, 846-47; in *Code biennial, 1912*, pp. 10-18; and in *Acts and joint resolutions*...1914, pp. 296-97, 423, 506-07.

WASHINGTON

The State Librarian of Washington serves as the distributor of Washington documents. In addition some departments do some of the distribution of their own documents, notably those bureaus located outside of Olympia. If the State Librarian cannot supply a document it is well to send to the issuing office. No exchange is required. The larger public libraries are given preference in distribution of documents. All documents are free and sent without formality, except that *Session laws* and Supreme court *Reports* require special application and action by the Library Commission. Department *Reports* are issued biennially just before the session of the Legislature, which meets in January of the odd numbered years. There is a fund to defray cost of distribution, and this covers carriage charges upon approval of the Library Commission. The statutes governing printing and distribution are in Remington and Ballinger's *Annotated codes and statutes of Washington*...1908, sec. 6962-70, 8616-26, 9057-70.

WEST VIRGINIA

General distribution of West Virginia documents is made by the State Historian and Archivist. There is no regular distribution by departments, though if a document cannot be obtained from the Historian and Archivist it may be got from the bureau which issues it. Exchange is required where possible, but is not insisted upon. No preference is shown to libraries of any particular type. All documents are free except the *Acts* of the Legislature, which the Secretary of State sells at a price fixed by the Governor. Documents are issued

biennially and distributed as issued. There is a fund to cover cost of distribution, and carriage charges are paid by the state on material going to libraries both within and without the state. The law governing printing and distribution is in C. E. Hogg's *West Virginia code, annotated* . . . 1914, vol. 1, sec. 378-93, 723-49.

NOTE. The Legislature of 1915 increased the number of copies of the *Acts* to be sent to various offices and institutions, and provided definitely for an exchange of two copies of the *Acts* with each of the other states.

WISCONSIN

The intention of the act governing printing and distribution in Wisconsin is to centralize general distribution in the hands of the Superintendent of Public Property. According to it ample provision is made for free distribution of documents to public libraries of Wisconsin. For any such distribution outside the state, however, there must under ordinary circumstances be either an exchange or a payment. As a matter of fact the law in question is comparatively new and as regards the attempt to concentrate distribution is not yet by any means being fully followed out. "Very many departments still make a considerable distribution of their own publications, and in some cases retain practically entire control of this work." This makes it possible often for libraries outside of Wisconsin to procure Wisconsin documents on request and without charge. The act referred to above is in *Wisconsin statutes, 1913*, chap. 20, and has also been published as a separate by the State Printing Board. Some clauses relating to printing and distribution appear also in *Wisconsin statutes, 1913*, chap. 23.

WYOMING

There is no central distributing agency for state documents in Wyoming. Each state officer has a contingent fund, and this includes such office expenses as express, but there are scarcely ever enough reports printed to distribute indiscriminately, and the distribution is confined to the state officials of other states. Public libraries are not on the mailing lists, and it is only in the event of a chance surplus of documents that they can be accommodated. When documents can be sent to public libraries there is no charge for documents or carriage, and exchange is not required. Documents appear at irregular intervals and are sent out as they are published. The State Library distributes the *Session laws* and the *Supreme Court Reports*. The laws governing printing and distribution are in *Wyoming compiled statutes, annotated, 1910*, sec. 51-79, 391, 902-06.

SUGGESTIONS FOR A MODEL LAW ON PRINTING AND DISTRIBUTION

As long as state governments differ as markedly as they do in detail of organization it is idle to expect uniformity in their publications. No one law or set of regulations in the matter of printing could provide for the situation in more than a single state. Certain principles which might well be observed by all the commonwealths are easily recognized by those who handle documents, however. These principles should be taken into consideration whenever a printing law is being framed, or whenever the policy and procedure of a printing office are being determined.

In the first place it is very desirable that each state lodge in some central agency the entire authority over printing and distribution. It is of comparatively small importance what this agency is, though its relation and constitution should enable it to work with a view both to governmental efficiency and to the interest of individuals and institutions throughout the state. It should seek not alone to publish in fitting and permanent form the records of state activities, but should place those publications at once with regard to economy and with the design of rendering them in the highest degree useful. This central agency should be authorized to gather, prepare, edit and index the material accumulated for publication by the various state departments; it should let and oversee contracts; it should determine specifications and standards for work, supervise that work, and pass upon it when completed; it should maintain mailing lists and see to the distribution of all documents.

As regards distribution the states might well take a lesson from the new policy of the Government Printing Office at Washington, namely that of making documents available to all who have a serious desire for them, but at the same time cutting off all other distribution. It is suggested that provision be made for regular free distribution as follows:

1. To officials and offices, these to be specified in the case of each document.
2. To exchangees, on such a plan as will be of greatest aid to the State Library and to kindred state institutions which seek to build up collections of their own.
3. To depositories, these including:
 - a. Selected libraries throughout the country, i.e., libraries which are not on the exchange list.
 - b. All libraries within the state which may request particular series or all the state publications.

The system should also have in view the following:

4. Free distribution of single titles to non-depository libraries, or second copies to officials, exchanges or depositories.

5. Sale at a nominal price, to all persons and institutions not otherwise provided for.

A few suggestions regarding the mechanical make-up of documents may also be offered. A uniform style, size and shape should be adopted for each series. The paper and binding should be such as are approved by the United States Bureau of Standards for document use. The title page of each document should supply sufficient information to answer the cataloger's questions concerning it. This means that it should give the name of the state and of the publishing office, the title of the document, its periodicity, series number, year or years covered by it in case it is a serial, and finally its date of publication. This data should also be on all paper covers, and all of it except the items of periodicity and series number should be on the bindings. Where several documents are bound together the fact should be indicated on the binding, and within the volume some such mechanical device as a thumb index or colored inserts should be used to show where one ends and another begins. Obviously in observing standards of mechanical make-up it will be of advantage to settle upon some reliable contractor to do printing and binding and thereafter to make as few changes as possible. There seems at present to be no reason for urging that printing establishments be owned and maintained by the states.

BIBLIOGRAPHICAL MATTER

I. Sources of information about state documents

No complete catalog of state publications is to be had. By means of material existing in various forms, however, it is possible to learn of most of the literature which is appearing today and to trace most of that which is less recent in imprint. On the pages following are references to publications which mention and describe state documents in general and to lists of the documents of particular states. No cognizance is taken of matter relating solely to manuscripts, archives and other unprinted papers, this being in agreement with the definition of the term *documents* assumed at the beginning of this work.

A. Works which list the documents of various states

Among the tools which are helpful in the acquirement and use of state publications those which mention the documents of several or of all the commonwealths deserve first consideration. They include current periodicals, books containing general or subject bibliographies of documents, and state library reports which print lists of documents received from year to year. Titles belonging to the first and second of these classes are grouped below according to subject, and under that are entered in the order of their importance. In the class headed "State library reports," the arrangement is alphabetical by state.

1. Periodicals

GENERAL

U. S. Library of Congress. Monthly list of state publications...
Washington, Gov't. Print., 1910—

Compiled from material received in the Division of Documents of the Library of Congress, which endeavors to secure all the publications of all the states. While not absolutely complete it is by far the most useful tool available for those who desire information about current state documents. The arrangement is alphabetical by states, and under each state heading the publications are entered according to origin as follows:

1. Legislature.
2. Departments, bureaus, boards and commissions.
3. Courts.
4. Individual institutions and societies.

Full bibliographical information is given. Annotations and analytical notes are numerous, and Library of Congress card numbers are supplied. A carefully prepared index appears for each volume. Subscription price, \$.50 per year.

Public affairs information service bulletin. White Plains, N. Y., H. W. Wilson Co., 1914—

Aims to announce and describe all literature bearing upon public affairs. Includes references to "books, articles in periodicals, government and state documents, investigations, proceedings, reports, bibliographies." Appears each week and cumulates bi-monthly, the last number for the year embracing all material for the year. Issued formerly in type-written sheets by the Indiana Bureau of Legislative Information. The service is supported by a number of institutions, each of which subscribes \$100.00 per year and receives the bulletin. Special rates will be made to libraries which are unable to subscribe for the entire service but which wish the bi-monthly cumulations.

Special libraries. Indianapolis, Special Libraries Ass'n.

Frequent notices concerning useful state document titles appear in the bibliographies and articles which this periodical prints. Issued monthly, except July and August.

New York. State library. Bulletin...

The more recent editions of the *Review of legislation* published by the New York State Library have contained sections devoted to "public printing and records" and to lists of session laws, law compilations, and publications of constitutional conventions. These appear as *Legislative bulletins* 29h (1905), 33l (1906) and 39u and 39v (1907-08).

American political science review. Baltimore, American Political Science Ass'n.

Each quarterly number contains a section headed "Recent government publications of political interest." This is simply a list, and includes documents of the federal government, of the states, and of foreign countries. Other matter of state interest appears in the periodical.

National municipal review. Philadelphia, National Municipal League.

Appears quarterly. Has a "Department of reports and reviews," in which documents dealing with municipal affairs are noticed. One section is devoted to reviews and another to a bibliographical list. Most of the documents included are city publications, but a few state documents are entered.

Readers' guide...abridged... Minneapolis, and White Plains, N. Y., H. W. Wilson Co., 1908—

Altho chiefly a guide to periodical literature this publication also indexes a few state documents. Appears quarterly.

Greathouse, M. C. Government publications. Washington, 711 Eighth St. N. W.

A monthly leaflet devoted to document announcements and to matters of interest to federal civil service employees. Includes mention of such state publications as the editor considers of general importance.

AGRICULTURE

U. S. Experiment stations office. Card index of experiment station literature. 1888—date.

Covers the work of all state experiment stations, and includes references to all publications except circulars and press bulletins. "On cards 2x5 inches in size. Each index card contains an appropriate title, the author of the article, a reference to the publication in which it appeared and to the Experiment Station Record in which an abstract of the article may be found, and a condensed statement of its contents. At the upper right-hand corner of the card is a number indicating under what heading the card should be placed in the index... One copy of the index is sent without charge to each of the agricultural colleges and experiment stations and to several of the state boards and commissions of agriculture. Besides this free distribution the office is prepared...to furnish a limited number of complete sets of the index at the price of \$2.00 per thousand cards." This brings the price of a complete index to date to something under \$100.00. "A key to the index, containing the system of classification, is sent on application."

————— List of station publications received by the Office of Experiment Stations.

The Office of Experiment Stations supervises the various state experiment stations and serves as a clearing house for information regarding their work. One of its functions is the issuing of this monthly annotated announcement of station publications. Arrangement is by states.

ECONOMICS

American economic review. Cambridge, Mass., American Economic Ass'n.

Each number of this quarterly review contains a section headed "Documents, reports and legislation" in which newly appearing literature relating to economic subjects is reviewed. The titles include state document material.

EDUCATION

U. S. Education bureau. Monthly record of current educational publications.

Lists and describes U. S. Education Bureau publications, which embrace much state material. Enters also the publications of state educational associations, which may be regarded as semi-public in nature.

ENGINEERING

Industrial arts index. White Plains, N. Y., H. W. Wilson Co., 1913—

Mainly a guide to engineering periodicals, but includes references to the publications of the Engineering Experiment Stations of the State Universities of Illinois and Wisconsin. Appears five times per year, cumulating for the year in the December number.

LABOR

Massachusetts. Statistics bureau. Annual report on the statistics of labor...

Has as one of its regular features a "labor bibliography." This consists of a classified list of the important books and periodical articles relating to labor which have appeared in the year covered by the report.

2. Books

GENERAL

Bowker, R. R. State publications; a provisional list of the official publications of the several states of the United States from their organization... N. Y. Publishers' Weekly, 1902-08. 1031 pp., O.

A work compiled with much care and labor, and the only check-list of state documents which approaches completeness. Mentions all documents to which access could be had, and adds much general information. Material arranged by groups under states. This and the *Monthly list of state publications* stand out as the most valuable of all tools.

American catalog... N. Y. Publishers' Weekly, 1876-1910.

In its 1884-90 and 1890-95 editions the *American catalog* published in an appendix a comprehensive list of currently appearing state documents. With the issue of Bowker's *State publications* this list was discontinued. From 1895 to its final volume in 1910 the *American catalog* entered simply court *Reports* and digests and certain statute material.

Reinsch, P. S., ed. Readings on American state government. Ginn, '1911. 473 pp., O.

A "bibliographical note" dealing with state official literature appears on pp. 465-70.

American historical association. Annual report, 1900— Washington, Gov't. Print.

In its annual reports for the years 1900 to 1911 the American Historical Association printed articles concerning the official literature of a large number of the states. The material was gathered by the Public Archives Commission of the Association and appears in each case as a part of the report of that branch. The plan of the work seems to have been variously interpreted by the contributors, for the articles are not uniform in scope or treatment. Some deal with archives only, some with printed documents alone, while others discuss both classes of records. Because archives are closely related to printed documents it seems worth while to list below all the items which are concerned with state literature. Only those marked with a dagger have value to users of printed documents. Each of these is entered and annotated separately under its state heading in the section devoted to bibliographies of the publications of particular states (p. 112 ff.)

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|----------------------------|--------------------------------|
| 1900. Connecticut archives | 1901. †North Carolina archives |
| †Indiana archives | †Texas archives |
| †Iowa archives | 1902. †Oregon archives |
| †Massachusetts archives | †Texas archives (Bexar) |
| Michigan archives | 1903. †Colorado archives |
| Nebraska archives | †Georgia archives |
| †New York archives | †Mississippi archives |
| †North Carolina archives | †New Jersey archives |
| †Pennsylvania archives | †Rhode Island archives |
| †Wisconsin archives | †Virginia archives |

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|-------|-----------------------|-------|---------------------|
| 1904. | Alabama archives | 1906. | Tennessee archives |
| | Kansas archives | 1908. | Maine archives |
| | Pennsylvania archives | | Missouri archives |
| 1905. | Maryland archives | | Washington archives |
| | Michigan archives | 1909. | Illinois archives |
| | †Wisconsin archives | | New Mexico archives |
| 1906. | Arkansas archives | 1910. | †Indiana archives |
| | Delaware archives | | †Kentucky archives |
| | Florida archives | | Nebraska archives |
| | †Ohio archives | 1911. | †Colorado archives |

Pennsylvania. State library. Catalog... Harrisburg, 1859. 440 pp., O.

Contains on pp. 176-217 a very carefully prepared list of state documents arranged by states. Legislative publications make up the greater part of the list.

Illinois. State library. Catalog... Danville, 1903. 712 pp., Q.

A list of state documents arranged by state appears on pp. 679-711.

Michigan. State library. Catalog... Lansing, Robert Smith Printing Co., 1898. 276 pp., O.

A catalog of the state, United States and foreign documents received by the Michigan state library "from its organization in 1828 to June 1, 1898."

United States catalog [of] books in print... Minneapolis, and White Plains, N. Y., H. W. Wilson Co., 1900—

The various editions of the *United States catalog*, together with the *Cumulative book index*, list some state publications. *Statutes* and court *Reports* are most consistently entered, altho some attention is given to department and commission documents.

Hasse, A. R. United States government publications. A handbook for the cataloger. Boston, Library Bureau, 1902-03. Parts 1 and 2. Q.

Contains much valuable information concerning state publications, including check-lists of the legislative sessions of about half the states, and bibliographical notes.

There are mentioned just above a few library catalogs in which special attention is given to the listing of state documents. The printed catalog of any library possessing an extensive collection of official literature is likely to contain suggestive document sections under regular author headings. The state libraries frequently prepare such catalogs, and many large city libraries have done so in the past. As representative of this group the following may be mentioned.

New Hampshire. State library. Author list... June 1, 1902. Manchester, 1904. 2v., O.

Supplements to this catalog appeared in 1904, 1906 and 1908 as appendixes to the reports of the trustees of the State Library.

New York. State library. Catalog...1855-56. Albany, 1856-57. 3 parts, O.

————— First supplement. Albany, 1861-65. 2 parts, O.

————— Catalog of additions, Oct. 1, 1890 to April 1, 1894. (State library bulletin, Sept., 1894).

Ohio. State library. Catalog...1875... Columbus, 1875. 727 pp., Q.

Some institutional library catalogs also are notable in this connection. The best examples are:

Boston Athenaeum. Catalog of the library...1807-71. Boston, 1874-82. 5v., Q.

Peabody institute (Baltimore). Catalog of the library... Baltimore, 1883-92. 5v., Q.

————— Second catalog. 1901-05. 8v.

All such catalogs may well be consulted as possible sources of document information. The Library of Congress card catalog is also rich in such material.

AGRICULTURE

U. S. Experiment stations office. List of publications of the agricultural experiment stations in the United States, to June 30, 1906. Washington, Gov't. Print, 1907. 104 pp., O. (Bulletin No. 180).

ECONOMICS

Hasse, A. R. Index of economic material in documents of the states of the United States... v., F. Carnegie Institution of Washington, 1907—

One volume to a state. To date (1915) eleven volumes have appeared, namely, those for Maine, New Hampshire, Vermont, New York, Massachusetts, Rhode Island, California, Illinois, Kentucky, Delaware and Ohio. The period covered is from 1789 to time of publication. Beside the index each volume contains a list of the documents indexed. These include governors' messages, reports of legislative committees, of special commissions, and of administrative officers (excepting bureaus of labor). They exclude constitutions, laws, legislative proceedings and court decisions.

EDUCATION

U. S. Labor statistics bureau. Selected bibliography on industrial education. (In 25th Annual report, 1910. Washington, Gov't. Print., 1911. pp. 519-39).

This includes references to state material.

HISTORY

Channing, Edward, Hart, A. B. and Turner, F. J. Collections of public records and statutes. (In their Guide to the study and reading of American history, Boston, 1912, pp. 128-151.)

Lists by states such colonial, state and local records, statutes, and constitutions as are considered of value for historical purposes.

Sabin, Joseph. Dictionary of books relating to America, from its discovery to the present time... v. 1-20, Q. N. Y., Sabin, 1868-92.

Contains many document entries which might be of value in collecting earlier material. Half title: *Bibliotheca Americana*.

Griffin, A. P. C. Bibliography of the historical publications issued by the New England states... Cambridge, (Mass.), University press, 1895. 47 pp., O. (Reprinted from the Publications of the Colonial Society of Massachusetts, vol. 3.)

"Purpose...is to give bibliographical account of the collections of printed archives of the several New England states, with descriptive analyses of their contents."

U. S. War college division. Bibliography of state participation in the civil war, 1861-66. 3rd ed. 1140 pp., O. Washington, Gov't. Print, 1913. (Publication 19, n. s., War Dept. Library. Subject catalog 6; War Dep't. doc. 432).

Arranged according to states. Under department headings lists such documents as have to do with state participation in the war of the rebellion.

HYGIENE

U. S. Surgeon-general's office. Index catalog of the library of the surgeon-general's office, United States army. Gov't. Print., 1880—

A bibliography of state laws and other state publications relating to health boards appears in series 1, v. 6, pp. 688-721 and in series 2, v. 7, pp. 638-76 and 678-726.

LABOR

U. S. Labor statistics bureau. Index of all reports issued by bureaus of labor statistics in the United States prior to March 1, 1902. Prepared under the direction of Carroll D. Wright... Washington, Gov't. Print., 1902. 287 pp., O.

Contains in addition to the index a check-list of state bureaus of labor and of the publications issued by them.

LAWS

Association of the bar of the city of New York. Library. Catalog.. 1892. 1135 pp., O.

Contains under state headings extended check-list sections of court reports, statutes and constitutional publications.

Chicago law institute. Library. Index catalog...to Dec. 31, 1901. Chicago, 1902. 700 pp., O.

Under each state heading in the "governmental index" section there appear lists of constitutional convention publications, court reports and digests, compiled statutes, session laws, and such miscellaneous state matter as has legal bearing. A splendid catalog.

Connecticut. State library. List of law reports, digests and statutes in the Connecticut State Library... (In Connecticut. State library. Annual report, 1903-04, pp. 38-66).

Includes federal and foreign as well as state material.

Harvard university. Law school. Library. Catalog... Cambridge, Mass., 1909. 2v., O.

Massachusetts. State library. Hand-list of legislative sessions and session laws, statutory revisions, compilations, codes, etc., and constitutional conventions of the United States and its possessions and of the several states to May, 1912... Prepared by C. J. Babbitt...1912. 634 pp., O.

An exhaustive list based on the collection in the Massachusetts State Library, but containing some items that do not appear there. Includes historical and bibliographical notes about each state and its laws.

New York. State library. Subject index of the law library, from its foundation to Dec. 31, 1882... By S. B. Griswold... Albany, Weed, Parsons & Co., 1883. 251 pp., O.

———— Subject index of law additions from 1 January, 1883, to 31 December, 1893. (State library bulletin, Additions No. 2, November, 1894).

———— January 1, 1894—Dec. 31, 1903. (State library bulletin 98, Additions No. 5, Nov. 1905).

These lists of additions are very full as regards entries for court reports, statutes and publications of constitutional conventions.

Ohio. Supreme court. Library. Index catalog...Sept. 1, 1907. By E. H. Gilkey... Cincinnati, W. H. Anderson Co., 1907.

Pennsylvania. State library. Catalog of the law books of the Pennsylvania State Library... State Printer, 1899. 963 pp., Q.

Contains on pp. 551-667 a list of the reports, digests, law compilations and session laws of the various states.

Tower, Charlemagne. Collection of American colonial laws. Privately printed for the Historical Society of Pennsylvania, 1890.

298 pp. Q.

A catalog of a collection "in its special line unequalled in the world."

U. S. Justice department. Library. Catalog... to Sept. 1, 1904. By J. A. Finch, librarian. Washington, Gov't. Print., 1904. 1135 pp. O.

Wire, G. E. State reports, digests and statutes. (In Library journal, vol. 25, pp. 57-59. 1900).

A brief general description of court and legislative literature.

3. State library reports containing accession and exchange lists

Iowa. Historical department. Biennial report. Des Moines.

List of material received includes a few scattered titles of documents from Iowa and other states.

Iowa. State library. Biennial report... Des Moines, State Printer.

Lists of accessions and "supplements to the catalog" at end of reports includes many state documents.

Louisiana. State library. Biennial report. Baton Rouge, Official Journal.

List of "books received as exchanges" contains entries for many state documents.

Maine. State library. Biennial report... Augusta, State Printers.

Lists of "books received in exchange" in the reports up to 1903-04 include many documents.

Massachusetts. State library. Annual report... Boston, State Printers.

Annual report was formerly accompanied by a list of accessions which included careful entries for the various state documents received.

Michigan. State library. Biennial report... Lansing, State Printers.

List of "documents received in exchange for Michigan documents" includes many publications of states and of foreign governments.

Nebraska. State library. Biennial report...

Consists largely of a list of additions, which includes state documents.

New Hampshire. State library. Biennial report...

In the period about 1890 it was customary to print in this report an accession list which included mention of documents received from the various states.

Ohio. State library. Annual report...

Some of the reports contain lists of state documents added.

Oregon. State library. Biennial report.

Some of the older numbers contain lists of state court reports, law digests, and statutes, arranged according to state.

Pennsylvania. State library. Annual report.

Some numbers of this report list state documents received in exchange.

Virginia. State library. Annual report... Richmond, Sup't. of Public Printing.

Some numbers contain a section headed "presentations," which include entries for state documents received.

B. Works which list the documents of individual states

Helps which facilitate the handling of documents of particular states are common. They are of various types, including current announcements, descriptions, recommended lists, lists of documents available for distribution, instructions for ordering, information concerning methods of distribution, historical sketches, and check-lists. The check-lists are the most valuable. They are sometimes complete, but more commonly they cover only the publications of a given period or department, or include only those belonging to a given class (e.g., laws) or pertaining to a single subject (e.g., history). In the following list an arrangement by states is followed without attempt to classify further. As new lists are appearing from time to time it is well occasionally to send inquiries concerning them to the state librarian or secretary of state. This is especially true as regards current announcements of available documents, since they are small and irregular and likely therefore to escape notice.

ALABAMA**Alabama. Secretary of state.** [List of documents for sale.]

A price list in the form of a printed letter. Includes chiefly entries for *Acts*, *Codes*, and *Supreme Court Reports*.

Cole. T. L. Bibliography of the statute law of the southern states.—Part I. Alabama. (In *Southern history association. Publications*, vol. 1, no. 1, pp. 61-75. Jan., 1897.)

A check list which includes session laws of territory and state, acts separately printed, law compilations official and unofficial, and the publications of constitutional conventions. Comes down thro 1895.

Owen, T. M. Bibliography of Alabama. (In American historical association. Annual report, 1897, pp. 777-1248.)

Contains check-lists of the publications of the important state offices.

ARKANSAS

Cole, T. L. Bibliography of the statute law of the southern states. Part II, Arkansas. (In Southern history association. Publications, Vol. 1, No. 2, pp., 113-26. April, 1897.)

Lists territorial and state session laws, acts separately printed, compilations of statutes both official and unofficial, and the journals, debates and constitutions coming from the various constitutional conventions. Includes publications of the year 1895.

CALIFORNIA

California. State library. Catalog of state publications of California, 1850 to July, 1894. (In California. State library. Biennial report, 1892-94, pp. 31-72.) Arranged by department. Titles and bibliographical data are fully given.

————— News notes of California libraries. State Printing Office, Sacramento. 1906—

Issued quarterly. Each issue contains list of California state publications received by the library in the preceding three months.

COLORADO

Colorado. Commissioner of public printing. Biennial report.

These reports sometimes list by title the various biennial reports, telling the size of the edition of each. Often they contain considerable data bearing upon the methods which prevail in the matter of state printing.

Colorado. Library commissioners. Check list of Colorado public documents... Denver, State printers, 1910. 203 pp., O.

“Purports to present an entry for every document from earliest territorial days to Sept. 1, 1910, also to give sufficient information to identify each, viz. title page, data, pagination and size.”

Paxson, F. L. Public archives of the state of Colorado. (In American historical association. Annual report, 1903, vol. 1, pp. 415-37.)

A splendid article on the document situation in Colorado, describing the state offices and telling the history and content of their publications.

Willard, J. F. Public archives of Colorado. (In American historical association. Annual report, 1911, vol. 1, pp. 365-92.)

Valuable as supplementing the article of F. L. Paxson, mentioned above.

CONNECTICUT

Bates, A. C. Connecticut statute laws. A bibliographical list of editions of Connecticut laws, from the earliest editions to 1836. Hartford, Case, Lockwood, and Brainard Co., 1900. 120 pp., Q.

Connecticut. Secretary of state. Register and manual. . . Hartford. Contains section headed "chronological order of first printed reports of departments," being a list of documents distributed by the Comptroller. This list is also issued in sheet form.

Connecticut. State library. Connecticut state publications. (In Connecticut. State library. Biennial report, 1908, p. 17-19.) Describes the classification of Connecticut documents, lists the departmental publishing offices, and indicates the document numbers assigned by the Comptroller.

FLORIDA

Cole, T. L. Bibliography of the statute law of the southern states. Part III, Florida. (In Southern history association. Publications, vol. 1, No. 3, pp. 211-25. July, 1897.)

A check-list of territorial and state session laws, of separately printed acts, of official and unofficial law compilations, and of the journals, debates and constitutions of the several constitutional conventions. Comes down thro 1895.

GEORGIA

Georgia. University. A preliminary bibliography of Georgia history, by R. P. Brooks. (Bulletin, v. 10, no. 10a. June, 1910. 46 pp., O.)

Under the heading "State publications" enters lists of documents of the chief executive and administrative offices, with notes telling form, peculiarities in arrangement and appearance, and location of sets. Lists also Georgia maps, law compilations, reprints of early records, and publications of constitutional conventions and of the Georgia Historical Society. A useful list, tho not complete. Has an index.

Phillips, U. B. Georgia and state rights. (In American historical association. Annual report, 1901, vol. 2.)

A brief bibliography of Georgia laws and other documents issued prior to the civil war appears on pp. 215-16.

———— Public archives of Georgia. (In American historical association. Annual report, 1903, vol. 1, pp. 439-74.)

Devoted chiefly to archives, but contains a brief statement regarding the legislative journals.

ILLINOIS

Buck, S. J. [Illinois] travel and description, 1765-1865, together with a list of county histories, atlases, and biographical collec-

tions and a list of territorial and state laws... Springfield, Ill., Ill. State Hist. Lib., 1914. 514 pp., pls., O. (Collections of the Illinois state historical library, vol. 9.)

List of territorial and state laws, pp., 383-426.

Illinois. Secretary of state. List of documents published by the state of Illinois for distribution by... [the] Secretary of State.. In addition to the list of documents this contains "instructions for ordering."

INDIANA

Howe, D. W. Descriptive catalog of the official publications of the territory and state of Indiana from 1800 to 1890, including references to the laws establishing the various state offices and institutions, and an index to the official reports... (Indiana historical society. Publications, vol. 2, no. 5. Indianapolis, Bowen-Merrill Co., 1890. pp. 135-230., O.)

Indiana. Public library commission. Library occurrent.

Formerly published monthly, now quarterly. Prints occasional notices and reviews of Indiana documents. These notes may appear in separate articles or in the section devoted to new publications generally.

Indiana. State library. Bulletin... Indianapolis.

Issued bi-monthly. Each issue contains a list of Indiana state publications received by the library in the preceding two months. Often the list is annotated.

Catalog, 1903. Burford, 1904. 523 pp.

Contains "the most complete printed list [of Indiana documents] yet prepared"—*American Historical Association. Annual report, 1910, p. 320.*

Supplement, 1906. 439 pp.

Index to documentary journal of Indiana to 1899. (In Indiana. State library. 23rd Biennial report, 1899-1900, pp. 293-326, app. B.)

Check-list of Indiana documents, which in collected form are known as the *Documentary journal*.

State documents and publications distributed by the State Library. (In Indiana. State library. Biennial report, 1910-12, pp. 25-26.)

This list is a regular feature of the State Librarian's biennial reports.

Lapp, J. A. Public documents of Indiana. (In Indiana. Public library commission. Library occurrent, vol. 2, nos. 6 and 7, pp. 108-11 and 130-33. March and June, 1910.)

A careful statement regarding the nature and content of the more important serials published by the state of Indiana.

Lindley, Harlow. Report on the archives of the state of Indiana. (In *American historical association. Annual report, 1910*, pp. 315-30.)

An expansion of an article which appeared in *American historical association. Annual report, 1900*. Contains a statement of the usage governing printing and distribution of documents.

Yohn brothers. Catalog of a collection of books relating to the history and geography of Indiana and books by Indiana authors. . . Yohn brothers, Indianapolis, 1878. 16 pp., O.

Gives a fair list of session laws and mentions a few other scattering Indiana documents.

IOWA

American historical association. Report on the public archives of Iowa. (In *Annual report, 1900*, vol. 2, pp. 39-46.)

Includes "provisions of the code of 1897 relating to reports, records and publications."

Budington, Margaret and Fitzpatrick, T. J. Bibliography of Iowa state publications for 1898-1905. (In *Iowa journal of history and politics, 1903-07*.)

Appeared as follows:

Bib. for 1898-99 in *Iowa jour. of hist. and pol.*, J1, 1904 (pp. 399-429.)

Bib. for 1900-01 in *Iowa jour. of hist. and pol.*, J1, 1903 (pp. 362-403.)

Bib. for 1902-03 in *Iowa jour. of hist. and pol.*, Ja., 1905 (pp. 101-45.)

Bib. for 1904-05 in *Iowa jour. of hist. and pol.*, J1, 1907 (pp. 337-408.)

Cole, T. L. Historical bibliography of the statute law of Iowa. (In *Iowa. State university. Law bulletin, no. 2*. Iowa City, 1891, pp. 38-48.)

Includes a sketch of the political history of Iowa and a list of the various editions of Iowa laws.

Fitzpatrick, T. J. Bibliography of the Iowa territorial documents. (In *Iowa journal of history and politics, 1907*, pp. 234-69.)

Covers the years 1838-46. The publications of the period were largely legislative in origin, altho the *Journals* listed here seem to have included most of the executive literature of the day.

Iowa. Secretary of state. Report to the governor... of the number of documents and publications on hand...

Law provides that this shall appear biennially, on Jan. 1 preceding the convening of the Legislature (i.e., odd year). Useful as a list of material available.

Iowa. State library. Laws, journals, documents, etc., published by Iowa, 1838-90. (In *Biennial report, 1891*, pp. 164-203.)

An analyzed check-list.

Steele, Lavina, comp. Check list of publications of the state of Iowa, with an index to the Iowa documents. Prepared under the supervision of the Iowa Library Commission... 65 pp., O. Des Moines, B. Murphy, 1904.

Contains historical data concerning departments. Lists documents according to date and tells form in which published.

————— Iowa documents for Iowa libraries. (In Iowa. Library commission. Quarterly, vol. 5, no. 2, April, 1905, pp. 21-24.)

Presents the value of state documents generally and describes the more important Iowa documents. Helpful in the selection of material.

KANSAS

Bibliography of Kansas documentary material. (In Kansas state historical society. Transactions, 1897-1900, pp. 383-475.)

Contents:

Papers relating to the constitutions of Kansas, 1855-61.

Kansas territorial publications.

Kansas state publications.

This has also appeared separately.

KENTUCKY

Kentucky. Library commission. Kentucky state publications in print and for distribution... 1913.

A typewritten list which is to be revised and printed within a few months. (Nov., 1914.)

Myers, I. T. Report on the archives of the state of Kentucky. (In American historical association. Annual report, 1910, pp. 331-64.)

Has some document value in that it gives descriptions of some departments and statements as to their publications.

MAINE

Drummond, J. H. Bibliographic memorandum of the laws of Maine... (In Maine historical society. Collections and proceedings. 2nd series, II: 391-402.)

“Description of the volumes and pamphlets containing statute laws of Maine.”

————— Bibliography of Maine laws. (In Maine. State library. Biennial report, 1891-92, pp. 34-41.)

A historical and descriptive statement.

Maine. State library. [Bibliography of the] state of Maine. (In Maine. State library. Biennial report, 1891-92, pp. 19-33.)

Lists the various state departments, includes notes concerning their establishment, and indicates the publications emanating from them.

————— Bulletin. Augusta.

Occasionally contains notes about Maine state documents. Published quarterly.

————— Executive, legislative and judicial departments of Maine, [and their publications]. (In Biennial report, 1895-96, pp. 23-32.)

Lists the various state offices, gives notes concerning their establishment and history and concerning their publications.

————— Index to Maine public documents, 1834-67. (In Maine. State library. Biennial report, 1905-06, pp. 26-90.)

Subject arrangement, with reference by year and document number.

————— Maine public and legislative documents... (In Maine. State library. Bulletin, II: 5 [Jl. 1912].)

A historical sketch of Maine documents.

Williamson, Joseph. Bibliography of the state of Maine from the earliest period to 1891. Portland, 1896. 2v., O.

A general bibliography, but includes state publications.

Willis, William. Descriptive catalog of books and pamphlets relating to the history and statistics of Maine, or portions of it... (In Historical magazine, 2nd series, VII: 143-82. Morrisania, N. Y., 1870. Also in Norton's literary letter, 1859, no. 4, pp. 11-30.)

Lists a few state documents titles.

MARYLAND

Lee, J. W. M. Hand list of laws, journals and documents of Maryland to the year 1800. Baltimore, privately printed, 1878. 16 pp., D.

A tentative check list, not presumed to be complete.

Maryland. Secretary of state. Maryland manual...

Contains a schedule of sessions of the General Assembly of Maryland, with a bibliography of Maryland codes, session laws and reports.

MASSACHUSETTS

American historical association. Report on the public archives of Massachusetts. (In Annual report, 1900, vol. 2, pp. 47-59.)

Includes "list of public documents, etc., for 1901, required to be printed by the secretary of state," telling document number, title, size of edition, and date due.

Massachusetts. Secretary of the commonwealth. Annual report...

Report of Document Division consists of statement as to size and cost of the various editions printed, announcements of particular titles and series, and reports and recommendations concerning distribution.

— List of public documents...

A request list, on which documents desired are to be checked. May contain references to laws governing distribution, and excerpts from them.

— Public documents, etc...

A four-page list of the documents of the year. Arranged according to the serial numbers given to each series. Tells size of the various editions, and includes foot-notes containing information about the issue and distribution of some series. Refers to the laws bearing upon printing.

MICHIGAN**Michigan. Secretary of state.** Michigan official directory...

Includes a "list of public documents," this being a list of the titles of serials. Has also a table of reports required by statutes, indicating to whom and by whom they are made, and their subject matter.

Michigan. State library. Biennial report... Lansing, State printers...

Each issue contains a list of "documents received from the state of Michigan for distribution and exchange."

MINNESOTA**Minnesota. Public library commission.** Minnesota state publications. (In Minn. Public library com'n. Library notes and news, v. 4, pp. 61-64. Dec., 1913.)

A list of Minnesota state publications. Those of greatest value to the small library are starred.

Williams, J. F. Bibliography of Minnesota. (In Minnesota historical society. Collections, v. 3, 1880, pp. 13-75.)

Practically "a transcript of the catalog of that portion of the library of the Minnesota Historical Society which relates to...[the] state." Includes a list of state documents.

MISSISSIPPI**Mississippi. Secretary of state.** Mississippi reports. Compiled by J. L. Power, Secretary of State.—Statute laws of Mississippi. Compiled by T. L. Cole. (In Biennial report, 1896-97, pp. 104-09.)

The "report" section is a list of material on hand, while the "statute" section is presumably a list of all the laws published to 1897.

Owen, T. M. Bibliography of Mississippi. (In American historical association. Annual report, 1899, vol. 1, pp. 633-828.)

A general bibliography of the state. Includes some documents, those listed most fully being the laws and Supreme Court *Reports*.

MISSOURI

Lefler, Grace. Missouri documents for the small public library.
7 pp., O.

Contains a description and a suggested list of documents. Read before Missouri State Library Association, October, 1909, and reprinted in *Missouri historical review*. Can be supplied by Missouri State Historical Society.

Missouri. Secretary of state. Official manual...

Includes a "list of printed public documents of Missouri." Has also a table showing reports required by statute, and telling periodicity, to whom and by whom made, and subject matter.

NEBRASKA

Horne, Lulu. Nebraska publications. (In Nebraska. Public library commission. Bulletin, No. 4, Feb. 1907, pp. 9-12.)

Mentions desirable documents, and gives some data regarding distribution.

NEVADA

Nevada. Superintendent of state printing. Biennial report.

Under heading of "bindery output" lists the documents published and tells the number of each printed.

NEW HAMPSHIRE

Dover, (N. H.) Public library. List of books and pamphlets in the
Dover public library relating to New Hampshire. 172, iii. pp.,
O. (pam.) Dover, H. E. Hodgdon, 1903.

A list of New Hampshire state publications appears on pp. 3-11.

Eastman, S. C. Descriptive catalog of books and pamphlets relating
to the history and statistics of New Hampshire, or portions of
it. (In N. H. State library. Annual report, 1891, pp. 181-226.)
Also in Norton's literary letter, 1860, no. 1, pp. 9-30.)

Consists chiefly of works published prior to 1860. Includes a few state document titles. Has an index.

Hoyt, A. H. Historical and bibliographical notes on the laws of New
Hampshire. (In American antiquarian society. Proceedings,
26 Ap. 1876, pp. 89-104.)

An account of the various compilations of New Hampshire laws.

New Hampshire. Library commission. New Hampshire state publications. (In N. H. Library com'n. Bulletin, v. 3, no. 1, pp. 148-54. March, 1902.)

A reprint of the New Hampshire list in Bowker's *State publications*.

New Hampshire. State library. Biennial report...

Previously included a list of New Hampshire official publications issued in the period covered by the report.

————— Check-list of New Hampshire laws, 1789-1891. Public acts, 1789-1834; Public and private acts, 1835-91. (In Annual report, 1891, pp. 121-38.)

This list is substantially the same as the last section in the item mentioned just below, but contains a little additional material. Supercedes a similar list in the *Annual report* for 1890.

————— Condensed list of reports of departments and some other state publications of New Hampshire. (In Annual report, 1892, pp. 77-117.)

A useful list, containing some valuable notes. The documents are listed by sections as follows:

Departmental reports.

Special reports and miscellaneous documents.

Legislative journals.

Laws, 1789-1891.

————— Index list of reports of departments... and other documental matter published in the appendices to legislative journals, 1822-69, and in the "annual reports," 1870-90. (In Annual report, 1891, pp. 85-119.)

Lists the series of publications under names of the departments issuing them and tells in which of the above named sets they are bound. Gives some explanatory notes.

————— Index of the historical matter contained in the New Hampshire Registers from 1772 to 1892; in the Political Manuals from 1857 to 1872; and in the People Hand-Books for 1874, 1876, 1877... (In Annual report, 1891, pp. 291-331.)

————— List of reports of departments, state of New Hampshire, and other documental matter as found in appendices of legislative journals, and subsequently in the "annual reports." (In Annual report, 1890, pp. 95-137.)

Shows contents of the volume for each year.

————— Some publications, historical and descriptive of New Hampshire, issued during the period 1859-1891; with a few works of an earlier date. (In Annual report, 1891, pp. 227-73.)

Includes many state documents, but is not restricted to them. "Limited, with a few exceptions, to works found in the New Hampshire state library."

NEW JERSEY

Nelson, William. Public archives of New Jersey. (In American historical association. Annual report, 1903, vol. 1, pp. 479-541.)

Includes an extended analysis of the material appearing in the collected edition of documents, describes publications not put into this set, and gives a statement as to printing and distribution in general.

New Jersey. Public library commission. State documents. (In New Jersey library bulletin, v. 2, no. 4, pp. 6-9. June, 1913.)

A list of the important documents of 1912-13 and a statement as to manner of distribution. The *Bulletin* also devotes an occasional note to current documents of special interest.

New Jersey. Public record commission. First report...1899. 116 pp., O.

Contains in appendixes a list of the proceedings of the legislative bodies of New Jersey in the colonial period; a "bibliography of the printed proceedings of the Provincial Assembly, 1707-76;" a "bibliography of the printed acts of the Legislature of New Jersey, 1703-1800, and ordinances of the Governors;" and a bibliography of "acts of the General Assembly of the state of New Jersey under the constitution of 1776."

New Jersey. State library. New Jersey books and pamphlets in the [State] Library. (In N. J. State Library. Annual report, 1900, pp. 13-71.)

Includes much New Jersey public document material.

NOTE: A list of reports and documents issued by the various departments in New Jersey is being prepared by the State Library. (Nov., 1914.)

NEW YORK

American historical association. Report on the public archives of New York. (In Annual report, 1900, vol. 2, pp. 67-250.)

While this report has to do with original records only it is of value as describing the organization of the state government and the material from which the printed series are compiled.

New York (city.) Public library. Works relating to the state of New York in the New York public library. (In New York [City]. Public library. Bulletin, iv: 163-78, 199-220.)

Lists constitutions, journals and proceedings of constitutional conventions, statutes, legislative journals, Assembly and Senate documents, legislative calendars, indexes to documentary material, census reports and registers.

New York. Legislature. (?) Publications of the state of New York.

A four-page list of state publishing offices and serials.

New York (state.) University. New York libraries. Albany.

Publishes periodically a list of "recent state (New York) publications of interest to libraries."

NORTH CAROLINA

American historical association. Report on the public archives of North Carolina. (In Annual report, 1900, vol. 2, pp. 251-66.)

Includes a partial but very useful presentation of the state departments and of the various document series.

————— Report on the public archives of North Carolina. (In Annual report, 1901, vol. 2, pp. 345-52.)

Gives full data regarding the issue and distribution of the publications of each state office. A very valuable article.

Weeks, S. B. Bibliography of the historical literature of North Carolina... Cambridge, 1895. 79 p., Q. (Harvard university library. Bibliographical contributions.)

Includes such state publications as have to do with the history and development of the state.

OHIO

Hayes, R. P. Publications of the state of Ohio, 1803-1896, together with an index to the executive documents... Norwalk, Laning print., 1897.

A check-list, arranged by issuing offices. Each entry includes a descriptive or historical note of the office or institution whose publications are entered.

Ohio. State library. Ohio state official publications [relating to Ohio canals]. (In Annual report, 1908-09, pp. 39-43.)

Ohio. Supervisor of public printing. Annual report.

Lists the documents of each year and tells the number of copies of each published.

Stevenson, R. T. Preliminary report on the Ohio archives. (In American historical association. Annual report, 1906, vol. 2, pp. 165-96.)

Occupied mainly with archives, but gives a short general discussion of state publications, descriptions of publishing offices, and a statement as to the literature coming from each office.

OREGON

American historical association. Report on the archives of Oregon. (In Annual report, 1902, vol. 1, pp. 337-55.)

Gives a check-list of legislative and court publications and a list of the document series regularly printed.

Oregon. Secretary of state. Blue book and official directory.

Contains a list of libraries which are designated as depositories of Oregon state documents.

Oregon. State library. Biennial report...

Tells of the distribution of Oregon documents, of which the library has charge, and gives incidentally a list of Oregon documents.

PENNSYLVANIA

American historical association. Report on the public archives of Pennsylvania. (In Annual report, 1900, vol. 2, pp. 267-93.)

Embraces "an enumeration and description of some of the most important of the state publications," together with historical sections relating to public printing.

Pennsylvania. General assembly. Smull's legislative hand-book and manual of the state of Pennsylvania... Harrisburg.

Contains list of public documents, with reference to the law regulating printing and distribution.

Pennsylvania. State library. Annual report. Harrisburg, Printer to the state.

Some issues of the report list the Pennsylvania material received under the head of "Pennsylvaniana." This includes Pennsylvania state documents.

Check-list of laws and statutes of Pennsylvania from 1714 to 1801 in the Pennsylvania State Library. (In State library. Annual report, 1904, pp. 103-20.)

A carefully prepared list showing collation and title page arrangement.

Check-list of the laws, minutes, journals and documents of the state of Pennsylvania, 1682-1901. (In State library. Annual report, 1903, pp. 115-213.)

Chronological arrangement under the general heads of laws, minutes, etc. Includes a schedule of legislative sessions. State Library reports for 1888-89 and for the years 1899 to 1902 contain less complete lists.

Pennsylvania. Superintendent of public printing and binding. Annual report.

These reports are valuable because they list the documents that have been printed each year, give the number of copies in each edition, and sometimes tell how each edition is apportioned among the various government officers and departments for distribution. The report for 1913 contains a brief outline of the new law according to which there is created in the Department of Public Printing and Binding a Division of Distribution of Documents.

RHODE ISLAND

Bartlett, J. R. Bibliography of Rhode Island. A catalog of books and other publications relating to the state of Rhode Island, with notes historical, biographical and critical... Printed by order of the General Assembly. Providence, Alfred Anthony, 1864. 287 pp., O.

Includes some official publications.

Bongartz, J. H. Check-list of Rhode Island laws. Containing a complete list of the Public Laws and Acts and Resolves of the state

of Rhode Island to date, with notes and pagings... Providence, 1893. 8 pp., O.

Will probably be reprinted and brought down to date in 1915.

Brigham, C. S. Bibliography of Rhode Island history. (In Field, Edward, State of Rhode Island and Providence Plantations at the end of the century: a history. 1902. v. 3, pp. 653-81.)

Contains a few state document titles. Has also been published separately.

Rhode Island. Education dep't. Library bulletin.

Publishes notes concerning current Rhode Island documents, but no list. Number 1 and 2 of vol. 1, (Ja.—Ap. 1908) has on page 11 a statement as to the distribution of Rhode Island documents.

Rhode Island. General assembly. Index to the printed acts and resolves of, and of the petitions and reports to the General Assembly of the state of Rhode Island and Providence Plantations, from the year 1758 to 1850. By J. R. Bartlett, Secretary of State. Providence, 1856. 424 pp., O.

————— 1850-62. 1863. 104 pp., O.

————— 1863-73. By J. M. Addeman. 1875. 131 pp., O.

————— 1873-99. Prepared by C. P. Bennett. 1907. 460 pp., O.

NOTE: The Rhode Island State Library is at present preparing a check-list of Rhode Island documents. (Feb., 1915).

SOUTH DAKOTA

South Dakota state officers' reports.

A post-card announcement, listing the state publishing offices and telling the conditions of document distribution.

TEXAS

American historical association. Report on the public archives of Texas. (In Annual report, 1901, vol. 2, pp. 353-58.)

Has a brief section dealing with the system of printing and distributing documents.

Raines, C. W. Bibliography of Texas... Austin, Gammel Book Co., 1896. 268 pp., Q.

Chief document value is in the appendix section, which lists "conventions and constitutions relating to Texas," and gives a "collation of the laws of the republic and state."

Texas. Library and historical com'n. Texas libraries. Austin.

Sometimes prints lists of Texas documents and notes concerning them. The number for Nov., 1909, describes the method of issue and distribution. (pp. 12-14.)

NOTE: It is probable that the Texas State Library will within the next few months prepare a list of documents published by the state. (Nov., 1914.)

VERMONT

Gilman, M. D. Bibliography of Vermont, or a list of books and pamphlets relating in any way to the state... Burlington, Free Press Ass'n., 1897. 349 pp., Q.

Includes Vermont state publications, but cannot be used as a check-list. Lists of series close with dates ranging from 1860 to 1895.

Hall, B. H. Vermont. A descriptive catalog of books and pamphlets relating to the history and statistics of Vermont, or portions of it. (In Norton's literary letter, 1860, no. 2, pp. 13-33.)

Contains some document titles.

Vermont. Commissioner of public printing. Biennial report.

In connection with the bids on state printing this report lists the publications issued and tells the number of each printed.

Vermont. Library commission. Bulletin. Montpelier.

A quarterly publication which sometimes has a section dealing with Vermont state documents.

VIRGINIA

Virginia. Secretary of the commonwealth. Virginia publications for sale...

An advertising price slip which mentions *Journals*, *Acts*, court *Reports*, reports of state officers and a few other documents.

Virginia. State library. Trial bibliography of colonial Virginia... Richmond, 1908. 154 pp., O.

Includes documents of the colonial government.

WASHINGTON

Washington. State library. Biennial report... Olympia.

Some of the reports contain statements concerning the plan according to which the state librarian is custodian of all state documents and give a list of Washington state publications which can be supplied on exchange.

———— [List of state publishing offices].

A tabulated list of offices and bureaus, designed presumably for convenience in ordering documents.

WEST VIRGINIA

West Virginia. Archives and history dep't. [Library of the archives and history department]. (In Biennial report, 1907-08, pp. 5-91.)

Includes a list of the public documents of the restored government possessed by the department, and a bibliography of the journals, and public documents of West Virginia issued since the formation of the state.

———— Sessions of the West Virginia legislature.—Legislative archives of West Virginia.—Public documents and state papers relating to the period of the re-organized government [of West Virginia.]—Public documents and state papers of Virginia relating to West Virginia. (In Biennial report, 1905-06, pp. 32-55.)

Lists the documents in the library of the department, and incidentally gives an extended statement concerning the form and content of West Virginia documents, and of such Virginia documents as relate to West Virginia.

WISCONSIN

American historical association. Report on the public archives of Wisconsin. (In Annual report, 1900, vol. 2, pp., 294-97.)

Lists the reports and the miscellaneous documents and describes the *Public documents* series.

Baker, F. E. Bibliographical history of the two Wisconsin constitutional conventions... (In Wisconsin. State historical society. Proceedings, 1895, pp. 123-59.)

A carefully classified list of printed matter relating to the conventions, including many Wisconsin documents.

Durrie, D. S. Bibliography of the state of Wisconsin. (In Historical magazine, 2nd series, vi: 29-41. Morrisania, N. Y., 1869.)

Contains a few state document titles.

Fish, C. R. Report on the public archives of Wisconsin. (In American historical association. Annual report, 1905, vol. 1, pp. 377-419.)

Concerned chiefly with archives, but contains "a historical summary of statutory provisions with regard to public documents."

Wisconsin. Free library commission. Check-list of the journals and public documents of Wisconsin. Madison, Democrat print., 1903.

A list designed for use in collecting Wisconsin documents. Arranged according to publishing offices. Thorough, and copiously analyzed.

Wisconsin library bulletin. Madison.

Has no regular section devoted to document material, but contains occasional descriptive notes, notices and lists. The articles referred to below are specially valuable:

Vol. 1, No. 6 (Nov. 1905), pp. 85-87.

Vol. 2, No. 6 (Mr.-Ap.1910), pp. 40-41.

Vol. 10, No. 4 (Ap., 1914), pp. 71-73.

FURTHER SOURCES

In gathering document sets helpful information may be secured by consulting the historical rosters which appear in many of the blue books. These rosters give the official personnel of the various departments from the beginning, and in the case of legislatures list the sessions, telling dates of convening and adjourning. Thus they present an official history, and often constitute in effect a check-list of department publications. Matter of this kind sometimes appears elsewhere than in the blue book. An example is the compilation by H. R. Kincaid, once Secretary of State of Oregon, who included in his biennial report for 1897-98 (Appendix, pp. 23-109) a list of sessions of the Oregon Legislative Assembly, with dates of duration and names of members and officers.

Useful items also appear sometimes in the bulletins issued by city libraries. For example the *Quarterly bulletin* of the Hackley Public Library, Muskegon, Michigan, lists the Michigan state documents received.

Documents of a given series or department often contain complete or "in print" lists of the publications of that series or department.

II. Compilations of state official literature

The bibliographies preceding have reference to state documents in their original form. Compilations and digests from the official literature of several states presenting laws and other matter relating to particular subjects are common. Under the following headings are entries for the most valuable of such collections which the writer has been able to examine.

ACCOUNTING	INSANE, THE
AGRICULTURE	INSECTS
ARBITRATION, INDUSTRIAL	LABOR
ARCHIVES	LEGISLATION
AUTOMOBILES	LEGISLATIVE REFERENCE SERVICE
BANKS AND BANKING	LIBRARIES
BENEFIT SOCIETIES	LIQUOR TRAFFIC
BUSINESS	MEDICAL PRACTICE
CHILD LABOR	MINIMUM WAGE SCHEDULES
CIVIL SERVICE	MINING
COMBINATIONS, INDUSTRIAL	MUNICIPAL GOVERNMENT
CONSTITUTIONS	PENSIONS
CRIME AND CRIMINALS	PHARMACY
DEBT	PLEADING AND PRACTICE
DEFECTIVES AND DELINQUENTS	PUBLIC UTILITIES
EDUCATION	REFERENDUM
ELECTIONS	ROADS
FACTORY INSPECTION	STRIKES AND LOCKOUTS
FINANCE, STATE	SUFFRAGE
FOOD	TAXATION
FORESTS	TAXATION OF CORPORATIONS
GAME	VETO POWER
HYGIENE	WATERWAYS
IMMIGRATION	WEIGHTS AND MEASURES
INHERITANCE AND TRANSFER TAX	WORKMEN'S COMPENSATION

ACCOUNTING

American association of public accountants. Year book. N. Y.

Prints the certified public accountancy laws in force in the several states.

Wisconsin. Legislative reference department. Certified public accountants. [By] Laura Scott. (Comparative legislation bulletin, No. 22. 1910. 44 pp.)

Full analysis of the various state provisions governing boards of accountancy and the certifying of public accountants.

AGRICULTURE

Mote, C. H. Laws relating to agriculture. (In *Indiana Farmer*, 1914.)

Under this heading a series of articles was run as follows:

Pure seeds, and what some states have done to protect their farmers. (Feb. 21, 1914.)

Pure fertilizer and lime for farmers. (March 21, 1914.)

How tuberculosis and other contagious diseases are controlled in various states. (March 28, 1914.)

Each article is a digest of laws.

U. S. Agriculture department. Annual report.

Some of the early numbers contained digests of state laws then in force on subjects related to agriculture. Their headings and references are as follows:

Dogs and dog laws. 1863, pp. 456-63.

Bird and game laws. 1864, pp. 442-46.

Fences and farm stock. 1869, pp. 394-410.

————— Year book.

Contains now and then brief sections digesting the laws and court decisions on agricultural subjects in various states. Appendix includes much current data concerning the agricultural colleges and other agencies from which state agricultural literature comes.

U. S. Animal industry bureau. Annual reports.

Often contains data and discussions based on official figures and literature coming from state departments.

————— Laws of states and territories for the control of contagious animal diseases. (In *Annual report*, 1897, pp. 419-529.)

A compilation of laws.

————— National and state dairy laws. (In *Annual report*, 1897, pp. 531-708.)

Contains both abstracts and full laws, in separate lists. Arranged by states.

————— State legislation concerning the standing of stallions and jacks for public service. (In *Annual report*, 1908, pp. 335-344.)

A résumé comparison of the laws, not a compilation.

U. S. Experiment stations office. Agricultural experiment stations in the United States, by A. C. True and V. A. Clark. Prepared to accompany the experiment station exhibit [at] the Paris exposition, 1900... Washington, Gov't. print., 1900. 636 pp., O. Valuable as describing a group of important publishing offices.

————— Annual report... Washington, Gov't. print., O.

Consists of reports based on the inspection carried on by the office and on data submitted by the stations. Largely a digest of station literature.

Bulletin.

This bulletin and the series of circulars issued by the same office contain much data taken from the publications of state agricultural agencies or relating to those agencies. For example, there appear lists of state directors of farmers' institutes, lists of farmers' institute lecturers, and organization lists of the agricultural colleges and experiment stations.

Experiment station record.

Issued monthly, with four extra numbers each year. Consists of abstracts and excerpts from technical agricultural literature, including the publications of the state experiment stations. There is an index in each volume, a general index for vols. 1-12, (1889-1901), and a general index for vols. 13-25, (1901-1911.)

Experiment station work.

Appears bi-monthly in the *Farmers' bulletin* series. Compiled from the publications "of the agricultural experiment stations and kindred institutions in this and other countries."

General index to Experiment Station Record, vols. 1 to 12, 1889-1901, and to Experiment Station Bulletin No. 2. Washington, Gov't. print., 1903. 671 pp., O.

The *Record* includes abstracts of articles in the publications of the various state experiment stations. *Bulletin No. 2* is a digest of the annual reports of the experiment stations for 1888. This general index therefore furnishes a key to the important state experiment station material for the period.

Handbook of experiment station work. A popular digest of the publications of the agricultural experiment stations in the United States... Washington, Gov't. print., 1893. 411 pp., O.

An encyclopedia of information concerning the experiment stations and their findings.

Legislation relating to farmers' institutes in the United States. By John Hamilton... (Bulletin No. 241, 1911. 47 pp.)

U. S. Industrial commission. Digest of the laws of the several states relating to boards and departments of agriculture, farmers' institutes, and protection of agricultural and horticultural industry. (In Report. Washington, Gov't. print., 1901. v. 11, pt. 4, pp. 145-204.)

ARBITRATION, INDUSTRIAL

Illinois. State board of arbitration. Arbitration laws of the United States and of the several states. (In 8th Annual report, 1903. Springfield, 1904, pp. 185-261.)

The seventh annual report of this board contains the digest of state arbitration laws taken from U. S. Industrial commission. *Report* v. 17.

Massachusetts. State board of conciliation and arbitration. Annual report... Boston.

For a number of years up to and including 1907 this report was accompanied by an appendix presenting the arbitration laws in force in the various states.

New York (state.) Board of mediation and arbitration. Annual report. Albany.

Until 1900 this was published separately and included the arbitration laws in force in the various states.

U. S. Industrial commission. Governmental arbitration in the United States. (In Report, Washington, Gov't. print., 1901. v. 17, pp. 423-63.)

"Digest of state and national laws establishing state boards of arbitration and providing for local boards of arbitration with summary of the working of such boards."

ARCHIVES

Ames, H. V. Résumé of the archives situations in the several states in 1907. (In American historical association. Annual report, 1907, vol. 1, pp. 163-87.)

Altho not strictly belonging in this list of compilations this article is valuable as supplementing the one noted just below.

Swan, R. T. Summary of the present state of legislation of the states and territories relative to the custody and supervision of the public records. (In American historical association. Annual report, 1906, vol. 2, pp. 13-21.)

AUTOMOBILES

American automobile association. Digest and analysis of the motor vehicle laws of the various states, territories and federal districts of the United States, 1911. By C. T. Terry... 22 pp., O.

Automobile chamber of commerce. Digest of motor vehicle laws of the various states, territories and federal districts of the United States... Nov. 18, 1913. 12 pp., O.

Rhode Island. Legislative reference bureau. Automobile laws of the New England states, New York, New Jersey and Pennsylvania... Compiled by A. C. Wyman... (Bulletin No. 2, 1908.)

BANKS AND BANKING

Herrick, Clay. Summary of state and territorial laws relating to

trust companies. (In his Trust companies, N. Y., Bankers Pub. Co., 1909, pp. 90-161.)

Investment bankers' association of America. Bulletin. Chicago, 111 W. Monroe St.

Includes reprints and summaries of state provisions relating to financial matters. The numbers for April 26 and July 7, 1913 contain the "blue sky" laws in force in the various commonwealths at that date, while that for Aug. 29, 1913 presents the state constitutional articles regarding the taxation of securities. Issued irregularly.

Rhode Island. Legislative reference bureau. Summary of the banking laws of the commercial states... Compiled by G. M. Sherwood. (Bulletin No. 3, 1908.)

Arranged by topics, and under that by states. Gives laws and references.

Rollins, Montgomery. Laws regulating the investment of bank funds. A compilation of the laws of the various states in the Union restricting the investment of funds of the banks, trust, safe-deposit companies, etc...so arranged and bound that changes...can be inserted from time to time. Boston, Montgomery Rollins.

U. S. Labor statistics bureau. General legislation relating especially to building and loan associations. (In 9th Annual report, 1893. Washington, Gov't. print., 1894, pp. 491-713.)

The laws in force in the various states in 1893.

U. S. National monetary commission. Digest of state banking statutes. Comp. by S. E. Welldon... 746 pp., tables., O. Washington, Gov't. print., 1910.

Prepared in connection with the report of the National Monetary Commission. Arranged by states.

————— State bank and trust company legislation. (In its State banks and trust companies since the passage of the national bank act, by G. E. Barnett, 1911, pp. 9-195. Serial No. 5860.)

Digest of state legislation on various points relating to state banks and trust companies arranged by subject. Does not contain the acts themselves.

Wisconsin. Legislative reference bureau. Trust company reserves. [By] M. A. Schaffner. (Comparative legislation bulletin No. 6, 1906. 24 pp.)

Presents state regulations regarding reserves. Out of print.

BENEFIT SOCIETIES

U. S. Labor statistics bureau. The legal status of benefit and relief

organizations. (In 23rd Annual report, 1908. Washington, Gov't. print., 1909, pp. 747-93.)

Presents the laws of the various states touching benefit societies.

BUSINESS

Huberich, C. H. Commercial law of the United States of America. . . Boston, Boston Book Co., 2v., Q.

Vols. 7 and 8 of *Commercial laws of the world*. Presents the "leading principles of the statutory and common law of the United States relating to commercial transactions," and in connection with each subject prints the statutes of those states whose commercial relations are most important.

Parsons, Theophilus. Laws of business for all the states and territories of the Union and the Dominion of Canada. New rev. ed. Hartford, Scranton Co., 1901. '1878-1900. 867 pp., O.

"Gives...abstracts of the laws of all the states and territories on various topics, such as partnership, agency, interest, shipping, mortgages."

CHILD LABOR

Massachusetts. House of representatives. Special committee...to investigate the conditions under which women and children labor in the various industries and occupations. Report, 1914, 194 pp., O.

Supplement to the report proper consists of labor laws of other states relating to women and children.

National child labor committee. Bulletin.

No. 2 of Vol. 1 (Aug., 1912) attempted "to place in convenient form the main features of laws governing child labor in the various states." Later *Bulletins*, notably that for November, 1913, together with the *Pamphlets* published by the committee, have supplemented this.

National consumers' league. Handbook, 1908. Child labor legislation; schedules of existing statutes and the standard child labor law, embodying the best provisions of the most effective measures now in force. (Supplement to the *Annals of the American Academy of Political and Social Science*, May, 1908.) Presents digests under topical headings.

New York. State library. Summary of the compulsory attendance and child labor laws of the states and territories of the United States, by J. D. Sullivan. (Bulletin No. 114, Legislation No. 34, July, 1907, 112 pp.)

U. S. Labor bureau. Labor laws and factory conditions [touching woman and child wage-earners in the United States]. (In

Report on condition of woman and child wage-earners in the United States, 1910-13, v. 19.)

CIVIL SERVICE

National assembly of civil service commissioners. Proceedings.

Prints much matter which is based on the activities and literature of state civil service commissions.

COMBINATIONS, INDUSTRIAL

U. S. House of representatives. Judiciary committee. Laws on trusts and monopolies, domestic and foreign, with authorities... Compiled... by N. B. Williams... Revised Jan. 10, 1914. 480 pp. (63rd Congress, 2nd session.)

A comprehensive collection of legislation on the subject.

U. S. Industrial commission. Statutes and decisions of federal, state and territorial law relating to trusts and industrial combinations... (In Report. Washington, Gov't. print., 1900. v. 2.)

CONSTITUTIONS

Dealey, J. Q. Our state constitutions... (Supplement to the Annals of the American Academy of Political and Social Science, March, 1907. 98 pp., O.)

A topical analysis of the constitutions of the various states.

Hough, F. B. American constitutions, comprising the constitution of each state in the union..., each accompanied by a historical introduction and notes, together with a classified analysis of the constitutions... Albany, Weed, Parsons & Co., 1872. 2v., map., pls., O.

Michigan. Legislative reference department. Local, special and private legislation, municipal charters, gubernatorial veto, and initiative and referendum, as provided for and regulated by the constitutions of the several states. Compiled for the use of the constitutional convention of 1907. Lansing, 1907, 24 pp., O.

————— State constitutions, comparative provisions. Compiled for... the Michigan constitutional convention of 1907.

A collection of pamphlets, each of which presents the constitutional provisions of the various states upon a given topic and compares them with corresponding clauses in the Michigan constitution.

New York (*state.*) **Constitutional convention, 1894.** American constitutions, comprising the Declaration of Independence, the Articles of Confederation, the Constitution of the United States and the state constitutions. Prepared in pursuance of chapter 8, of Laws of 1893, and chapter 228 of Laws of 1894... by George A. Glynn... Albany, The Argus Co., 1894. 2v., O.

The *Convention manual* for the 6th New York state constitutional convention, pt. 2, v. 1-2.

Ohio. State library. Digest of state constitutions. Edited by J. H. Newman... Columbus, 1912. 271 pp., O.

The then existing Ohio constitution is compared clause by clause with the provisions of other state constitutions.

Poore, B. P. The federal and state constitutions, colonial charters, and other organic laws of the United States... Compiled under an order of the U. S. Senate... 2nd ed. Gov't. print., 1878. 2v., Q.

Superseded by Thorpe, F. N., *Federal and state constitutions*, mentioned below.

Stimson, F. J. Law of the federal and state constitutions of the United States, with... a comparative digest of the constitutions of the forty-six states... Boston Book Co., 1908. 386 pp., O.

Thorpe, F. N. The federal and state constitutions, colonial charters, and other organic laws of the states, territories, and colonies now or heretofore forming the United States of America. Washington, Gov't. print., 1909. 7v., O. (Serial numbers 5190-5194.)

A complete compilation of state organic law. Supersedes Poore, B. P., *Federal and state constitutions*, mentioned above.

CRIME AND CRIMINALS

Analysis of existing sterilization laws. 1912.

Simply a tabular analysis of the laws as they stand in eight states.

Barrows, S. J., comp. New legislation concerning crimes, misdemeanors and penalties, compiled from the laws of the fifty-fifth Congress and from the session laws of the states and territories for 1897 and 1898. 480 pp., O. (Senate doc. No. 283, Congress 56-1, Serial No. 3873.)

Prison systems of the United States. Reports prepared for the International Prison Commission... 150 pp. (House document No. 566, Congress 56-1. Serial No. 3995.)

Consists largely of reports by state officers on the prison systems of the various states.

Garner, J. W. Report on charitable and correctional institutions... Prepared for the Economy and Efficiency Commission, State of Illinois, 1914. 62 pp., O.

Includes a résumé of law and usage relating to charitable and penal administration in other states (pp. 32-50.)

Hardy, R. B. Digest of the laws and practice of all the states of the Union in reference to the employment of convicts. Richmond, Va., 1911. 17 pp., O.

U. S. Industrial commission. Report...on prison labor... (In Report. Washington, Gov't. print., 1900. v. 3.)

Data collected from statutes and reports which it would ordinarily be necessary to go to state documents to find.

U. S. Insular affairs bureau. Laws against sedition, treason, etc. 42 pp. (Senate doc. No. 173, Congress 57-1. Serial No. 4234.)

"Communication...making a comparison between the existing laws of the United States against treason, sedition and misprision, and the provisions of Act No. 292 of the Philippine commission."

U. S. Labor statistics bureau. Convict labor laws. (In 20th Annual report, 1905. Washington, Gov't. print., 1906, pp. 613-787.)

Collects the legislation of the several states having to do with convict labor.

Federal and state laws relating to convict labor...1914. 238 pp. (Sen. doc. 494, Congress 63-2.)

Whitin, E. S. The caged man. A summary of existing legislation in the United States on the treatment of prisoners. (In Academy of political science. Proceedings, v. 3, no. 4. July, 1913. 136 pp., O.)

DEBT

Wisconsin. Legislative reference department. Exemption of wages. [By] M. A. Schaffner. (Comparative legislation bulletin No. 4, 1906. 39 pp.)

Includes summaries of "state laws and judicial decisions." Out of print.

DEFECTIVES AND DELINQUENTS

Barrows, S. J. *comp.* Children's courts in the United States... Reports prepared for the International Prison Commission... 203

pp. (House document No. 701, Congress 58-2. Serial No. 4676.)

Contains juvenile court laws of several states, together with reports by officers connected with children's courts.

Michigan. Legislative reference department. Laws of the various states relating to vagrancy... 1910. 29 pp., O.

National conference of charities and corrections. Proceedings...

"Reports from states" section reviews state legislation and the work of such state agencies as are concerned with the problems of poverty, disease and crime. Appears annually.

U. S. Census bureau. Summary of state laws relating to the dependent classes, 1913. 1914. 346 pp., O.

Compiled in connection with the thirteenth census. "No attempt has been made to give an authoritative digest of the statutes. The purpose is rather to provide such an outline as would furnish a reasonably clear idea of the nature and scope of the laws in the different states"—*Introduction*.

U. S. Labor bureau. Juvenile court, adult delinquency, and news-boy laws. (In Report on condition of woman and child wage-earners in the United States, 1910-13, vol. 8, Appendix, pp., 147-77.)

Prints laws of Indiana, Maryland, Massachusetts, New Jersey, New York and Pennsylvania.

Wisconsin. Legislative reference department. Juvenile courts. [By] S. K. Hornbeck. (Comparative legislation bulletin No. 15, 1908. 41 pp.)

Has brief statements and analysis of state laws.

EDUCATION

Brown, S. W. The secularization of American education, as shown by state legislation, state constitutional provisions, and state supreme court decisions... N. Y., Columbia university, 1912. 160 pp., O.

Arranged by subject; under each is given the legislation of the various states.

Illinois. Educational commission. Report...1911. 126 pp., O.

Contains on pp. 35-40 a statement as to the provisions for raising school funds in each of various states.

National society for the promotion of industrial education. Legislation upon industrial education in the United States. N. Y., 1910. (Bulletin No. 12.)

Consists of digests and analyses of the various state laws regarding industrial and trade education and manual training.

U. S. Education bureau. Annual report.

As the functions of the Bureau of Education are largely advisory and inspectional the bureau gathers data from all over the country. In addition to the digests and compilations elsewhere mentioned much is taken from the school documents of the various states. See, for example the sections devoted to educational legislation and to educational boards and commissions in the *Annual report* for 1910, vol. 1, and the parts given to rural education and to educational legislation in the *Annual report* for 1912, vol. 1 and 1913, vol. 1.

————— **Bulletin.**

Individual numbers appear from time to time presenting compilations of data based on state official literature or dealing with state institutions. Examples are *Bulletin, 1913, No. 8*, entitled "Status of rural education in the United States," and *Bulletin, 1913, No. 60*, entitled "Statistics of state universities and other institutions of higher education partially supported by the state."

————— **Compulsory attendance laws in the United States. (In Bulletin, 1914, No. 2. Washington, Gov't. print. pp. 7-77.)**

Contains a tabular analysis of compulsory attendance laws in the United States.

————— **Constitutional provisions in regard to education in the several states of the American union. [Prepared by F. B. Hough.] (Circular of information No. 7. Washington, Gov't. print. 1875. 130 pp., O.)**

Includes "all former provisions, as well as those now (1875) in force, and those proposed by constitutional conventions but not adopted."

————— **Digest of school laws. (In Annual report, 1904, vol. 1, pp. 249-518.)**

Statements "prepared, for the most part, under the direction of the various state superintendents."

————— **General laws relating to agricultural and mechanical land grant colleges. (In Annual report, 1902, vol. 1, pp. 1-90, and 1903, vol. 1, pp. 39-226.)**

Reprints the laws of the federal government and of all the states.

————— **Laws relating to temperance instruction. (In Annual report, 1902, vol. 1, pp. 315-38.)**

————— **Laws relating to the disposition of truants and incorrigibles. (In Annual report, 1899-1900, vol. 1, pp. 193-211.)**

Presents the laws of seventeen states.

————— **Sanitary legislation affecting schools in the United States. (In Annual report, 1893-94, vol. 2, pp. 1301-1325.)**

————— **State school reports. (In Annual report.)**

It was formerly the custom of the Bureau of Education to include now and

then in its *Annual report* excerpts from the school reports of the various states, or digests of those reports. See, for example, 1887, pp. 95-172; 1887-88, pp. 89-156; 1888-89, vol. 2, pp. 699-752; and 1893-94, vol. 2, pp. 1351-1449.

————— State school systems. Legislation and judicial decisions relating to education. (In Bulletin, 1906, No. 3; 1908, No. 7; 1910, No. 2; and 1913, No. 55.)

Classified and annotated digests of state laws and decisions for given periods. Has appeared somewhat irregularly, as indicated, each issue covering a period of one, two, or three years.

————— Teachers certificates issued under general state laws and regulations. (Bulletin, 1911, No. 18. Washington, Gov't. print. 269 pp., O.)

Includes tabular presentation of the substance of school laws.

U. S. Labor statistics bureau. Laws relating to industrial education. (In 25th Annual report, 1910. Washington, Gov't. print., 1911, pp. 499-518.)

A compilation of state laws.

ELECTIONS

Michigan. Legislative reference department. Laws of the various states relating to presidential primaries. 1912. 25 pp., O.

New York. Legislature. Joint committee...to investigate primary and election laws.... Report, 1910.

Contains full summaries and discussions of the laws of nine states, and brief digests of the laws in ten others.

New York. State library. American ballot laws, 1888-1910, by A. C. Ludington. (Bulletin, Legislation No. 40, Feb., 1911. 220 pp.)

"A comparative tabular digest of the ballot laws of the 46 states and of the territories of Arizona and New Mexico as in force Nov. 8, 1910."

North Dakota. Secretary of state. Legislative manual...1913. 532 pp., O.

Contains a section devoted to "qualifications for voting in each state and territory in the union."

Pennsylvania. Commission to revise and codify the election laws. Third and final report...made to the Senate and House of Representatives...1913.

Contains a "condensed memorandum of the election laws of the various states" in tabular form.

Wisconsin. Legislative reference department. Corrupt practices at elections. [By] S. G. Lowrie. (Comparative legislation bulletin

tin No. 23. 1911. 86 pp.)

Contains summaries of the laws of the various states. A revision of *Bulletin* No. 3.

———— Primary elections, the test of party affiliation. [By] M. A. Schaffner. (Comparative legislation bulletin No. 13. 1908. 37 pp.)

Consists largely of summaries of state laws.

FACTORY INSPECTION

International association of factory inspectors. Proceedings.

Among the contents of these proceedings are state laws upon subjects relating to factory inspection, directories of the state bureaus of factory inspection, and reports from state officers. Appears annually.

FINANCE, STATE

New York. State library. State finance statistics, 1890 and 1895. (Bulletin, Legislation No. 8. March, 1897.)

A statement of "comparative receipts, expenditures, funds and debts."

North Dakota. Legislative reference department. Budgetary laws. Compiled by I. A. Acker... (Bulletin No. 3, 1912.)

Contains laws of eleven states and of England, France and Germany.

FOOD

Massachusetts. Commission to investigate...the cold storage of food... Report, 1912. 308 pp., O.

Contains some state laws and department matter relating to cold storage.

U. S. Chemistry bureau. Drug legislation in United States, revised to July 15, 1908. (Bulletin No. 98. Revised ed. April 8, 1909. Pt. 1. 343 pp.)

———— Foods and food control. Revised to July 1, 1905. (Bulletin No. 69, revised. 704 pp., O.)

A compilation of federal and state laws. Supplemented annually until June 30, 1908 by numbers of U. S. Chemistry Bureau *Bulletin*, which gave the new laws passed each year.

U. S. Industrial commission. Digest of the laws of the United States and the several states and territories relating to adulterated and unwholesome food. (In Report. Washington, Gov't. print., 1901. v. 11, pt. 6, pp., 137-97.)

U. S. Senate. Committee on manufactures. Digest of the pure food and drug laws of the United States and foreign countries, to-

gether with court decisions affecting same... 36 pp. (Senate report No. 3, Congress 57-1. Serial No. 4257.)

FORESTS

U. S. Forest service. Federal and state forest laws. (Bulletin No. 57, 1904, 259 pp., O.)

A compilation arranged by topic and under this by states.

GAME

U. S. Agriculture department. Bounty laws in force in the United States July 1, 1907. 7 pp.

Made up of brief digests of laws in the several states. Appears also in U. S. Agricultural dep't. *Yearbook*, 1907, pp., 560-65.

————— Digest of bird and game laws. (In Annual report, 1864, pp. 442-46.)

————— Farmers' bulletin.

Each year since 1902 one number has been devoted to a summary of the game laws of the United States and Canada. Recently this has included a review of new measures and of proposed acts which failed of passage.

U. S. Biological survey. Chronology and index of the more important events in American game protection, 1776-1911. (Bulletin No. 41, 1912.)

Presents in summary form the state provisions relating to protection of game.

————— Game commissions and wardens. (Bulletin No. 28, 1907. 285 pp., O.)

Contains a general analysis of state control of game, "summaries of the provisions relating to enforcement," and "extracts from laws with special reference to enforcement."

HYGIENE

Illinois. Occupational diseases commission. Report, 1911. 219 pp., O.

Has on pp. 208-14 a summary of laws in the various states designed to guard workers against occupational diseases.

U. S. Geological survey. Review of the laws forbidding pollution of inland waters in the United States. 2nd ed. By E. B. Goodell. (Water-supply and irrigation paper No. 152., 1905. 149 pp., O.)

Contains the laws themselves, together with discussion of the general subject. The first edition appeared in 1904, as *Water supply and irrigation paper* No. 103.

U. S. Public health service. Bulletin.

Frequently contains analyses of laws and regulations relating to health subjects in force in the United States. The following have appeared:

- Reporting of cases of sickness. Bull. 45, July, 1911. 191 p.
 Ophthalmia neonatorum. Bull. 49, Oct., 1911. 20 p.
 Vaccination. Bull. 52, Jan. 1912. 82 p.
 Health authorities. Bull. 54, Aug., 1912.
 Habit forming drugs. Bull. 56, Aug., 1912.
 Common drinking cups and roller towels. Bull. 57, Aug., 1912. 30 pp.
 Communicable diseases. Bull. 62, July, 1913. 699 pp.

The bulletin also contains annually the *Transactions* of the conference of state and territorial health officers with the United States Public Health Service.

————— Public health reports.

Issued weekly. Contain much material gathered and submitted by the state health departments, together with state legislation relating to sanitary matters.

Wisconsin. Legislative reference department. State legislation concerning tuberculosis. [By] L. F. Tiefenthaler. (Comparative legislation bulletin No. 24. 1911. 57 pp.)

Includes summaries of laws of the various states relating to prevention and cure of tuberculosis.

————— Tenement house legislation, state and local. [By] F. H. MacGregor. (Comparative legislation bulletin No. 19. 1909. 96 pp., chart.)

Has summaries of city and state "laws regulating tenements in the United States."

IMMIGRATION

U. S. Immigration commission. State immigration and alien laws. (In Reports. Washington, Gov't. print., 1911-13. v. 39, pp. 437-956.)

A compilation of laws in force in the various states having to do with immigration.

INHERITANCE AND TRANSFER TAX

Blakemore, A. W. and Bancroft, Hugh. Inheritance tax law. Containing all American decisions and existing statutes... Boston, Boston Book Co., 1912. 1376 pp., O.

Statutes are annotated.

Indiana. Legislative reference department. Inheritance taxation. By Charles Kettleborough. (Bulletin No. 6, 1912. 9pp.)

Contains a statement regarding state laws and a table showing their main provisions.

Ross, P. V. Inheritance taxation. A treatise on legacy, succession and inheritance taxes under the laws of [the various states]... San Francisco, Bancroft-Whitney Co., 1912. 841 pp., O.

Includes the laws of thirty-eight states.

U. S. Commerce and labor dep't. Digest of the principal features of the [inheritance tax] laws of Great Britain, France and Germany, together with an outline of inheritance taxation in the United States, and a collection of judicial decisions relating thereto. Washington, Gov't. print., 1907. 69 pp., O.

Devoted mainly to foreign laws, but gives in table form the main provisions of state laws (pp. 47-48) and a summary of court decisions bearing on those laws (pp. 58-69.)

INSANE, THE

Illinois. Public charities board. Biennial report, 1906-08.

Contains résumé of American law and usage and digests of the laws in the various states relating to pay patients in American hospitals for the insane (pp. 125-41.)

National committee for mental hygiene. Summaries of laws relating to the commitment and care of the insane in the United States. Prepared by John Koren... N. Y., 1912. 297 pp., O.

Washington (state.) University. Summary of the laws of the several states governing: i. Marriage and divorce of the feeble-minded, the epileptic and the insane. ii. Asexualization. iii. Institutional commitment and discharge of the feeble minded and the epileptic. By Stevenson Smith, M. W. Wilkinson, and L. C. Wagoner. Bailey & Babette Gatzert Foundation for Child Welfare. 1914. 87 pp., O.

INSECTS

U. S. Entomology bureau. Laws in force against injurious insects and foul brood in the United States... (In Bulletin No. 61, 1906, pp. 1-200.)

Separate sections for the two subjects, arranged by states in each case.

LABOR

American labor legislation review. N. Y., American association for labor legislation.

Contains each year a summary of labor laws passed by the states. Appears quarterly.

Association of officials of bureaus of labor statistics of America. Proceedings...

Has brief reports of legislation and department work in the various states. Appears annually.

Massachusetts. Statistics bureau. Massachusetts labor bulletin. Boston.

This publication presents data regarding labor matters taken from the documents of the various states. Outlines of bureau reports and digests of legislation are sometimes printed.

New York (state.) Labor department. Bulletin. Albany.

Includes notes on labor reports of other states, and articles on state labor legislation.

Stimson, F. J. Handbook to the labor law of the United States... N. Y., Scribner, 1896. 385 pp., D.

A general presentation of the subject, with sections and references which outline the laws of the various states on particular points.

U. S. Industrial commission. Report... on labor legislation, including... digests of the laws of the states and territories relating to labor generally, to convict labor, and to mine labor. (In Report. Washington, Gov't. print., 1900. v. 5.)

U. S. Labor statistics bureau. Bulletin.

The more notable numbers of this series are mentioned individually. The regular bulletins, however, frequently reprint state labor laws, and until 1910 included digests of the reports of state labor bureaus.

————— Decisions of courts and opinions affecting labor.

Appears from time to time as a bulletin of the bureau, in *Labor laws of the United States* series.

————— [Digest of] apprentice laws, convict labor laws, mechanics-lien laws and legal holidays. (In 10th Special report, 1904. Washington, Gov't. print. pp. 11-94.)

The section relating to apprentice laws appears also in U. S. Education bureau. *Bulletin*, 1908, No. 6. (Whole number 389), pp. 93-111.

————— Labor laws of the United States, with decisions of courts relating thereto... 1914. 2v., O. (Bulletin No. 148, Labor laws of United States series No. 3.)

This is the fifth edition of this compilation. The one preceding appeared in 1908, as the twenty-second annual report of the bureau. It was supplemented by Labor statistics bureau *Bulletins* Nos. 85, 91, 97 and 111, which gave annual reviews of labor legislation in the various states.

LEGISLATION

American bar association. [Annual] report...

Committee on uniform state laws prepares model acts, indicating by annotations the statutes in force in various states.

Governors' conference. Proceedings.

Began with the "conference of governors" on conservation called by Pres.

Roosevelt in 1908, and has appeared somewhat irregularly since. Contains addresses by the governors of the various states.

Journal of the society of comparative legislation. London, 1896—

The annual "review of legislation" appearing in this periodical includes brief mention of the more important measures enacted in the various states of the United States.

Nebraska. Legislative reference bureau. Legislative procedure in the forty-eight states. By A. E. Sheldon and Myrtle Keegan. (Bulletin No. 3, 1914. 28 pp.)

A summary of practice, which is based on constitutional and statutory provisions.

New York. State library. Bulletin. Legislation 1891—

Includes an annual *Index to legislation*, a *Review of legislation* which formerly appeared annually but now biennially, and an annual *Digest of governors' messages*. All of these are nation-wide in their scope. "Beginning with No. 20 the three or more *Bulletins* of each year are also issued in one volume under the title *Yearbook of legislation*."

Stimson, F. J. American statute law. An analytical and compared digest... Boston, Soule, 1886-92. 2v., Q.

Contents: V. 1. An analytical and compared digest of the constitutions and civil public statutes of all the states and territories relating to persons and property in force Jan. 1, 1886. V. 2. An analytical and compared digest of the statutes of all the states and territories relating to general and business and private corporations in force July 1, 1892.

Wisconsin. Legislative reference department. Lobbying. [By] M. A. Schaffner. (Comparative legislation bulletin No. 2. 1906. 31 pp.)

Summarizes state "rules, laws and judicial decisions." Out of print.

LEGISLATIVE REFERENCE SERVICE

American bar association. Special committee on legislative drafting.

Reports...presented... Sept., 1913 and Oct., 1914.

Has a collection of material relating to legislative reference agencies in various states, including a summary of their powers and duties as prescribed by law.

Kaiser, J. B. Law, legislative and municipal reference libraries... Boston Book Co., 1914. 467 pp., O.

On pp. 345-87 of the appendix are a "compilation of laws establishing legislative reference bureaus in the various states," "laws relating to other official bill-drafting agencies," a "list of publications issued by legislative reference departments," and a "tabular statement of legislative reference work in the several states."

U. S. Library of Congress. Legislative reference bureaus. (Senate document No. 7, Congress 62-1, Serial No. 6105.)

“Letter from the Librarian of Congress transmitting special report relative to legislative reference bureaus.” “Exhibit No. 5” is a compilation of laws establishing legislative reference bureaus in various states.

U. S. Senate. Library committee. Legislative drafting bureau and reference division. (Sen. report No. 1271, Congress 62-3. Feb. 20, 1913.)

Contains a “compilation of laws establishing legislative reference bureaus in various states” and a “list of legislative reference bulletins published in various states.”

LIBRARIES

U. S. Education bureau. Library extension in the United States. (In Annual report, 1911, v. 1, pp. 161-219.)

A résumé showing the status of library extension in the various states, based on legislation, reports, and other sources.

————— Library legislation in the United States. (In Annual report, 1895-96. Washington, Gov’t. print., 1897. Chapter 9, pp., 523-600.)

Reprints the library laws in force in thirty states at the time of the report.

LIQUOR TRAFFIC

Cyclopedia of temperance and prohibition. Funk, 1891. 671 pp., O. Contains a digest of laws relating to temperance in the various states.

Indiana. Legislative reference department. Local option by election. Compiled by R. M. Mathews. (Bulletin No. 1, 1908.)

Has brief digests of the laws of the various states affecting local option by election.

U. S. Labor statistics bureau. Laws regulating the revenue derived from liquor production and traffic. (In 12th Annual report, 1897. Washington, Gov’t. print., 1898. pp. 169-267.)

Statutes operative in the various states in 1897.

MEDICAL PRACTICE

American medical association. Abstract [of] laws and board rulings regulating the practice of medicine in the United States and elsewhere. Revised to Oct. 15, 1914... 203 pp., D.

Contains also names and addresses of secretaries of state examining boards.

Illinois. State board of health. Requirements for the practice of medicine in the United States and its possessions. (In Bulletin, Springfield, 1910. vol. 6, no. 10, pp. 397-431.)

U. S. Education bureau. Educational status of nursing, by M. A.

Nutting... (Bulletin, 1912, No. 7, Whole No. 475. 97 pp., O.)

Pp. 59-97 are devoted to a tabular presentation of "some important features of state laws for registration of nurses."

MINIMUM WAGE SCHEDULES

American association for labor legislation. Main provisions of minimum wage laws in the United States. 1914. New York City (131 East 23rd St.)

Table, in sheet form.

Brown, R. G. Minimum wage, with particular reference to the legislative minimum wage under the Minnesota statute of 1913. Minneapolis, n. d. 85 pp., O.

Has in an appendix the Minnesota law and digests of minimum wage statutes in states other than Minnesota.

Michigan. Legislative reference department. Laws of the various states relating to minimum wage for women and minors. (Bulletin No. 5, 1913.)

National retail dry goods association. Bulletin on the minimum wage. (Bulletin Vol. 2, Special No. 6. Jan 10, 1914. 33 West 42nd St., New York City.)

A general discussion of the status of minimum wage legislation. Contains an outline of state laws.

New York (state.) Factory investigating commission. Minimum wage legislation, by I. O. Andrews. Albany, 1914. 219 pp. O. (Reprinted from appendix 3 of the 3rd Report of the...Commission.)

Contains laws of the various states, analyses of those laws, notes as to their operation and a statement showing the personnel of state minimum wage commissions.

MINING

Wilson, Calvert, comp. Wilson's mining laws: United States, Arizona, California, Oregon, Nevada and Utah; with forms and corporation laws of Arizona. 5th ed. Wilson, Los Angeles, 1911. (paper.)

MUNICIPAL GOVERNMENT

Wisconsin. Legislative reference department. Municipal home rule charters. [By] M. A. Schaffner. (Comparative legislation bulletin No. 18. 1908. 38 pp.)

Includes summaries of "laws and judicial decisions."

PENSIONS

U. S. Children's bureau. Laws relating to "mothers' pensions" in the United States, Denmark and New Zealand. (Bureau publication No. 7. Dependent children series No. 1. 102 pp.)

Gives text of laws, and in some instances statements of officers regarding operation of laws.

PHARMACY

American pharmaceutical association. Bulletin.

Contained transcripts of state laws relating to pharmacy. This publication was discontinued in 1912, and has been succeeded by the *Journal of the American pharmaceutical ass'n*. Both *Bulletin* and *Journal* have appeared monthly.

Proceedings.

Report of committee on legislation frequently contains text of state laws relating to drugs and pharmacy. Appears annually.

PLEADING AND PRACTICE

Hubbell's legal directory... N. Y., Hubbell Publishing Co., 1870—

Appears annually. Contains a synopsis of the laws of the various states relating to legal facts, instruments, terminology and procedure.

PUBLIC UTILITIES

National association of railway commissioners. Proceedings of the 23rd annual convention... Chicago and Washington, Traffic service bureau, 1912. 1507 pp., Q.

Contains a "digest of federal and state court decisions" and the "public service laws" of the various states.

Proceedings.

In addition to the number mentioned above, which is separately entered because of its unusual value, this series has contained other compilations of state laws and rulings relating to railway regulation.

National civic federation. Commission regulation of public utilities. N. Y., 1913. 1284 pp., O.

"A compilation and analysis of laws of forty-three states and of the federal government for the regulation by central commissions of railroads and other public utilities."

Ohio. Legislative reference department. Public service commission laws. A comparison of the laws of New York, Wisconsin, Massachusetts, New Jersey and Maryland. By J. A. Lapp. 1911. 18 pp.

Regulation of public utilities. A comparison of the New York and the Wisconsin public utilities bills. By A. R. Foote. 1911. 36 pp.

Public utilities reports, annotated. Containing decisions of the public service commissions and of state and federal courts. Rochester, N. Y., Lawyers' Co-operative Publishing Co., 1915—

Designed to make decisions available as promptly as possible. Issued in the form of fortnightly advance sheets, which are bound into volumes as sufficient material accumulates.

U. S. Industrial commission. Digest of laws and court decisions relating to grain inspection, elevators and warehouses... (In Report. Washington, Gov't. print., 1901. v. 11. pt. 5, pp. 205-36.)

U. S. Postoffice department. Government ownership of electrical means of communication. (63rd Congress, 2nd session, 1914. Sen. Doc. No. 399. 148 pp.)

Contains on pp. 37-44 "a summary of state legislative action relative to telephone and telegraph service."

U. S. Standards bureau. State and municipal regulations for the quality, distribution, and testing of illuminating gas. (Circular No. 32. April 1, 1912.)

Gives a summary of state gas laws in force, "the text of the more important laws," and "under some of the states...the rulings of commissions."

Wisconsin. Legislative reference department. Telephones: interchange of service. [By] Laura Scott. (Comparative legislation bulletin No. 16. 1908. 20 pp.)

Includes digest of state laws and decisions.

REFERENDUM

Ohio. State library. Initiative and referendum. Compiled by C. B. Galbreath. Columbus, 1911. 79 pp.

Contains constitutional provisions of twelve states.

Wisconsin. Legislative reference department. Initiative and referendum; state legislation. [By] C. H. Talbot. (Comparative legislation bulletin No. 25. 1913. 92 pp.)

Contains "laws and judicial decisions." A revision of *Bulletin* No. 21, which is itself a revision of *Bulletin* No. 11.

Recall. [By] M. A. Schaffner. (Comparative legislation bulletin No. 12. 1907. 21 pp.)

Has digests of the few state laws bearing upon the recall. Out of print.

ROADS

American highway association. Official good-roads year-book of the United States. 1912—

Contains from year to year extensive compilations of state matter touching roads and related subjects. This includes the legislation governing state aid and control of road-building, rosters of highway officials, and reports from state officers upon activities and progress within their jurisdictions. A bibliography including official road literature also appears. A very valuable publication.

North Dakota. Legislative reference department. Good roads. An outline of state road systems. Compiled by Sveinbjorn Johnson... (Bulletin No. 2, 1910.)

U. S. Agriculture department. Year-book.

A feature which has sometimes been put into the *Year-book* is the "review of road laws enacted" in the year covered by the issue. It consists of brief digests under state headings. Has not appeared since 1908.

U. S. Congress. Joint committee on federal aid in the construction of post roads. Good roads. Preliminary report...to the committee... By Jonathan Bourne. Gov't. print., 1913. 80 pp., chart., O.

Contains replies of the governors to a letter requesting information about the provisions for highway construction and maintenance in the various states.

———— Public road systems of foreign countries and of the several states... Gov't. print., 1913. 198 pp., O.

Contains "a synopsis of the various state laws relating to road construction by the aid of state appropriations."

U. S. Public roads office. Bulletin.

Series contains the following useful state literature:

State laws relative to the management of roads enacted in 1888-95. (Bulls. Nos. 1, 18, and 18 supplement.)

Wide tires. Laws of certain states relating to their use. (Bull. No. 12, 1895.)

Good roads. Extracts from messages of governors. (Bull. No. 14, 1895.)

Notes on the employment of convicts in connection with road building. (Bull. No. 16, revised, 1898.)

Road conference proceedings. (Bulls. Nos. 10, 1894; 19, 1897; 21, 1901; 23, 1902; 25, 1902; 26, 1903.)

Public road mileage, revenues and expenditures in the United States in 1904. (Bull. No. 32.)

———— Circular.

Has included considerable data relating to road conditions in individual states, tho little of this is strictly state literature.

STRIKES AND LOCKOUTS

U. S. Labor statistics bureau. The law relating to strikes, black-listing, boycotts, etc. (In 21st Annual report, 1906, Washington, Gov't. print., 1907. pp. 917-60.)

Common law provisions and the laws of the states relating to strikes, etc.

Wisconsin. Legislative reference department. Blacklisting. [By] G. G. Huebner. (Comparative legislation bulletin No. 10. 1906. 22 pp.)

Gives summaries of state laws and decisions. Out of print.

————— **Boycotting.** [By] G. G. Huebner. (Comparative legislation bulletin No. 9. 1906. 26 pp.)

Presents substance of laws and decisions. Out of print.

SUFFRAGE

Rhode Island. Legislative reference bureau. General constitutional and statutory provisions relative to suffrage... Compiled by Lowell Kendrick and H. P. Salisbury. (Bulletin No. 6, 1912.)

“Covers all present constitutional provisions in the several states.” “Statutory sections have been given, where the qualifications prescribed are in addition to, or explanatory of, those contained in the constitution.”

TAXATION

Chapman, J. W. State tax commissions in the United States... (In Johns Hopkins University. Studies, Baltimore. v. 15, parts 10-11.)

Embraces a summary of reports and recommendations of the tax commissions of various states, and a bibliography of state tax commission reports.

Ely, R. T. Taxation in American states and cities... N. Y., Crowell, '1888. 544 p., D.

Sets forth matter based on the department reports and on the statutory and constitutional provisions dealing with taxation in the various states.

Fairlie, J. A. Report on the taxation and revenue system of Illinois, prepared for the Special Tax Commission of the State of Illinois... 1910. 255 pp., O.

Includes a digest of the law and usage relating to state boards of equalization and taxation throughout the union, and a summary of the provisions regarding the taxation of corporations in Massachusetts, New York, New Jersey, Pennsylvania, Ohio, Wisconsin and Minnesota.

National tax association. Address and proceedings [on] state and local taxation...

Contains much material bearing upon the substance of tax law and procedure in the states. Appears annually.

New York (state.) Special tax commission. Report...transmitted to the Legislature Jan. 15, 1907... Albany, 1907. 189 pp., O.

Appendix D is given to a summary of the tax laws in force in several states.

North Dakota. Legislative reference department. Permanent state tax commissions. A comparative digest of state legislation. Compiled by Sveinbjorn Johnson... (Bulletin No. 1, 1910.)

U. S. Census bureau. Taxation and revenue systems of state and local governments. A digest of constitutional and statutory provisions relating to taxation in the different states in 1912. 1914. 275 pp., Q.

“Prepared in connection with the decennial investigation on wealth, debt and taxation authorized by the permanent census act.”

U. S. Industrial commission. Taxation in various states and in Canada... (In Report, Washington, Gov't. print., 1901. v. 2, pt. 7, pp. 1-203.)

Not a compilation of laws, but a digest of material that would ordinarily be sought in the statute books.

Wisconsin. Legislative reference department. Mortgage taxation. [By] R. A. Campbell. (Comparative legislation bulletin No. 17. 1908. 60 pp.)

Gives history of the legislation in each state, together with a digest of constitutional provisions, the present law and court decisions.

————— Taxation of trust companies. [By] M. A. Schaffner. (Comparative legislation bulletin No. 7. 1906. 19 pp.)

Gives paragraph summaries of state laws and constitutional provisions. Out of print.

TAXATION OF CORPORATIONS

Connecticut. Special commission on taxation of corporations paying taxes to the state. Report...to the General Assembly of 1913. 238 pp., O.

Pp. 192-228 contain digests of the laws of the states relating to taxation of public service corporations of various kinds.

New York. State library. Taxation of corporations in New York, Massachusetts, Pennsylvania and New Jersey, by R. H. Whitten... (Bulletin, Legislation No. 14, May 1901.)

Contains a summary and a compilation of the laws in the four states mentioned.

U. S. Corporations bureau. Taxation of corporations... 1909-12. 4 parts, O.

Sub-title reads “Report on the system of taxing manufacturing, mercantile, transportation and transmission corporations.” “The purpose...is to present each state's entire system of taxing...corporations and securities issued by them.”

VETO POWER

Rhode Island. Legislative reference bureau. Veto power in the several states... Compiled and annotated by A. C. Wyman and G. M. Sherwood... (Bulletin No. 1, 1908.)

Prints summaries and constitutional provisions.

WATERWAYS

California. State library. River improvement laws in other states and countries. By Ernest Bruncken... (Legislative reference bulletin No. 2, 1908.)

A section entitled "American laws outside of California" reviews the legislation in several other states on this topic.

U. S. National waterways commission. Constitutional provisions of various states relating to water-courses and the use of water. (In Final report, 1912, pp. 309-21. Serial No. 6154.)

Wisconsin. Water powers, forestry, and drainage committee. Report, 1910. 391 pp., O.

Gives a summary of state constitutional provisions relating to navigable waters and water frontages (pp. 374-81.)

WEIGHTS AND MEASURES

U. S. Standards bureau. State and national laws concerning the weights and measures of the United States. 2nd ed... Gov't. print., 1912. 564 pp., Q.

Reprints state laws, with marginal references.

WORKMEN'S COMPENSATION

American association for labor legislation. Main provisions of existing state laws relative to workmen's compensation and insurance. Revised to Jan. 1, 1914. New York City, (131 East 23rd St.)

Table, in sheet form.

Bradbury, H. B. Workmen's compensation and state insurance law... 2nd ed. New York, Banks Law Pub. Co., 1914. 2v., O.

Contains "texts of the compensation acts of the American states," and also "specific provisions of various statutes" relating to the several phases of the subject.

Illinois. Industrial board. Workmen's compensation act and rules of procedure... Prepared by the Legislative Reference

Bureau. 1914. 51 pp., O.

Contains statements showing the status of workmen's compensation provisions in eleven states.

Iowa. Employers' liability commission. Workmen's compensation laws. 1912. 13 p.

Presents the laws of ten states.

Massachusetts. Commission on compensation for industrial accidents. Compensation laws in the United States. (In Report, Wright & Potter, Boston, 1912. Appendix D, pp., 164-317.)

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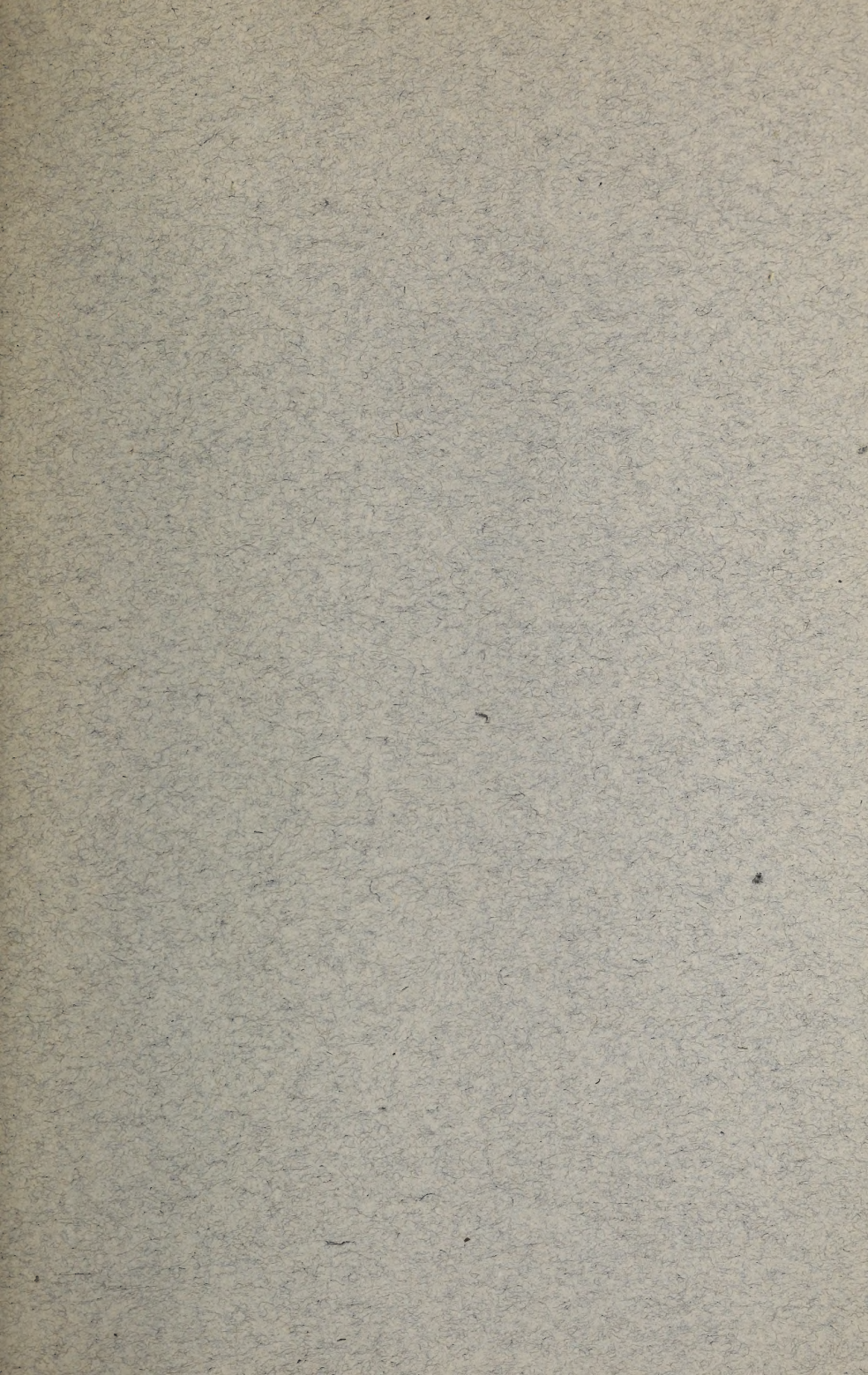
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